City and County of Honolulu
Homeless Point-in-Time Count 2015

City & County of Honolulu
Department of Community Services

State of Hawaii
Department of Human Services
Homeless Programs Office

Partners in Care

April 2015

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- Alternative Structures International
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- Hawaii Job Corps
- Helping Hands Hawaii
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- Waikiki Health Center
- Waimanalo Health Center
- Windward Homeless Coalition
- Women in Need

A special mahalo to Aloha United Way, Catholic Charities Hawaii, and USVETS Waianae for providing venues for the trainings on Oahu.

[1] Partners in Care (PIC) is an Oahu based membership organization of homeless service providers, businesses, units of local, state, and federal government, service consumers, and other community representatives. PIC is heavily involved in planning, coordinating, and advocating for programs and services to help the homeless.

Overview

The U.S. Department of Housing and Urban Development's (HUD) annual grant application for Continuum of Care (CoC) homeless assistance programs funding requires the Honolulu CoC to produce an unduplicated count of Oahu's homeless in sheltered and unsheltered locations on a one-day point in time during the last ten days of January.It's important to note that the count is a cross section of homelessness, and does not reflect the number of homeless served over any specific duration of time. The date for this year's count was January 25, 2015 and spanned the entire island of Oahu.The City, HPO, and PIC collaborated to refine the methodology used for the count and worked diligently with homeless service providers to prepare for the count and assemble the necessary tools to capture the information needed to produce this report.

The primary objective of the 2015 PIT Count was to obtain a reliable estimate of Oahu's sheltered and unsheltered homeless as of1/25/15. The count is very useful because it provides demographic and subpopulation data for the homeless enumerated in emergency, transitional, and unsheltered locations. Specifically, the count allows the CoC to 1) accurately assess current levels of homelessness for various household types, 2) estimate the number of chronically homeless individuals and families, and 3) evaluate the extent of homelessness for veterans and youth. Generally, the PIT data collection reflects where HUD is moving nationally in terms of policy and resource allocations. As the PIT methodology is refined and execution improves, the reliability of the reporting also improves and reflects a more accurate depiction of the current degree of homelessness from year to year. The count is also an opportunity to engage the general public, community leaders, and private businesses.

Hawaii's Homeless Management Information System (HMIS) was utilized to extract the sheltered data needed for the reporting and as the repository for surveys collected during the unsheltered canvassing. The HMIS is a centralized web-based database used to record services rendered to homeless persons throughout the State of Hawaii. All homeless service providers receiving federal, state, or county funding are required to participate in the HMIS. Some privately funded agencies voluntarily use the HMIS because of its capacity to archive longitudinal service records for clients served by their programs.

The vast majority of sheltered homeless statistics were gathered from HMIS data in the sheltered programs section of the HMIS. Emergency shelters and transitional housing programs were contacted months before the count and asked to ensure that all clients sleeping in their facility on the night of the count had active intake records. Agencies reviewed and updated client data, so that necessary subpopulation data could be as reliable as possible. Follow-up with service providers was also conducted to verify that HMIS listings matched the census for the night of 1/25/15. Shelters not participating in the HMIS (e.g. DV shelters) were contacted individually and asked to provide information on 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 City received HUD's permission to conduct a five-day physical count from Monday, January 26, 2015 to Friday, January 30, 2015. All unsheltered homeless encountered by field staff and volunteers were asked "Where did you sleep this past Sunday, January 25th?" as well as other necessarysurvey questions.

The unsheltered surveywas developed based on HUD defined criteria as well as provider feedback. All surveys were entered into the PIT module of the HMIS, aggregated, cleaned, andanalyzed to obtain the statistics displayed throughout this report. The unsheltered survey instruments can be found inappendices three and four. It is important to note that the following unsheltered surveys were not included in the final numbers.

- Clients who stated that they had been living in a sheltered situation on the night of 1/25/15;
- Clients with duplicate surveys;
- Surveyed clients that appeared in the sheltered emergency or transitional data when unduplicated

Several planning meetings were conducted prior to the night of the count and were attended by stakeholders, regional leaders; homeless service providers, and volunteers. The purpose of these meetings was to convey the count's methodology to all parties involved, provide explicit instructions detailing objectives, and obtain feedback regarding the surveys used during the unsheltered count.

Three separate trainings preceded the count.These trainings provided the overview and methodology for the count, safety tips, data quality topics, and key points to consider based on previous counts. Regional leaders provided ad hoc training in the field before and during the count to ensure that volunteers understood how to administer the survey. IHS sponsored several volunteer trainings several days prior to the count to orient volunteers. All documents provided before and during the trainings are provided in appendices three through ten.

PIT Teams

Teams were composed of workers from service agencies that regularly perform outreach to unsheltered homeless on Oahu. Teams were assigned to regionsthey were familiar with so that field staff could utilizetheir expertiseto ensure that all of the areas frequented by unsheltered homeless were surveyed. Because outreach workers had established rapport with many of the consumers they encountered, clients were more likely to participate in the surveys and provide accurate information. Service-based locations were also covered extensively during the countto reach additional unsheltered homeless.

The locations on Oahu where unsheltered homeless reported sleeping on the night of the count were partitioned into the seven regionsbelow. The survey instruments in appendices three and four contain maps illustrating the partitions.

1. *Downtown Honolulu: Salt Lake to Piikoi Street;*
2. *East Honolulu: Piikoi Street to Hawaii Kai, including Waikiki;*
3. *Ewa: Aiea to Kapolei;*
4. *Kaneohe to Waimanalo;*
5. *Wahiawa to North Shore;*
6. *Upper Windward: Kahaluu to Kahuku; and*
7. *Waianae Coast.*

The Oahu sheltered count was conducted on the evening of Sunday, 1/25/15and the unsheltered count spanned 1/26/15 to 1/30/15. The first day of the unsheltered count was conducted with full participation from all organizations involved, and focused on reaching as many unsheltered homeless as possible. This year the unsheltered count utilized the full work week and did not stretch into the weekend.As the week progressed, each agency independently scheduled days and times when field staff would visit known sites, balancing safety with timing in an effort to enhance the execution of the count.

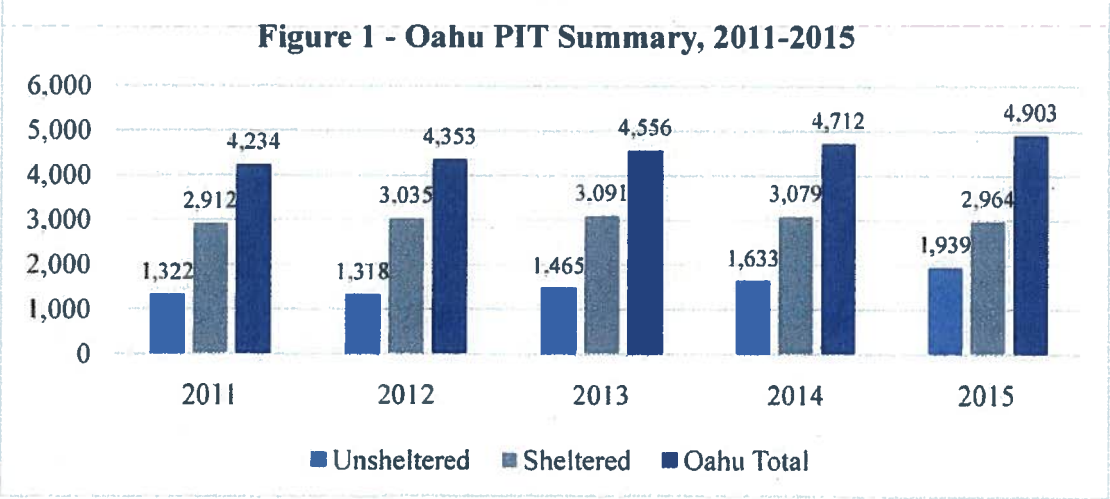
Summary

On the night of 1/25/15, the CoCconducted a one-night count of sheltered homeless on Oahu. The sheltered count preceded a five-day count of unsheltered homeless. Together, the counts estimated the total number of homeless on Oahu as of 1/25/15 to be 4,903. Table one summarizes the sheltered, unsheltered, and Oahu totals over the last seven years. Each of those counts have used the same methodology.

Table 1: Oahu PIT Summary 2009-2015

	Sheltered		Unsheltered		Oahu Total
	#	%	#	%	#
2015	2,964	60%	1,939	40%	4,903
2014	3,079	65%	1,633	35%	4,712
2013	3,091	68%	1,465	32%	4,556
2012	3,035	70%	1,318	30%	4,353
2011	2,912	69%	1,322	31%	4,234
2010	2,797	67%	1,374	33%	4,171
2009	2,445	67%	1,193	33%	3,638

Figure 1 shows the five-year trends in sheltered, unsheltered, and total homelessnesson Oahu. The figure portrays a steady increase in the total number of homeless over the course of those five years, with increases in the total unsheltered over the last four years. Much of the increase in the unsheltered homeless is assumed to be due to improved execution of the count, however, it remains difficult to assess whether the increase is actually from an increase in homelessness until the count is executed more rigorously. Analysis presented by Ullman and Peraro attempts to highlight areas that can be improved from year to year. The sheltered total has remained relatively constant over the last five years and declined 4% when compared to 2014.



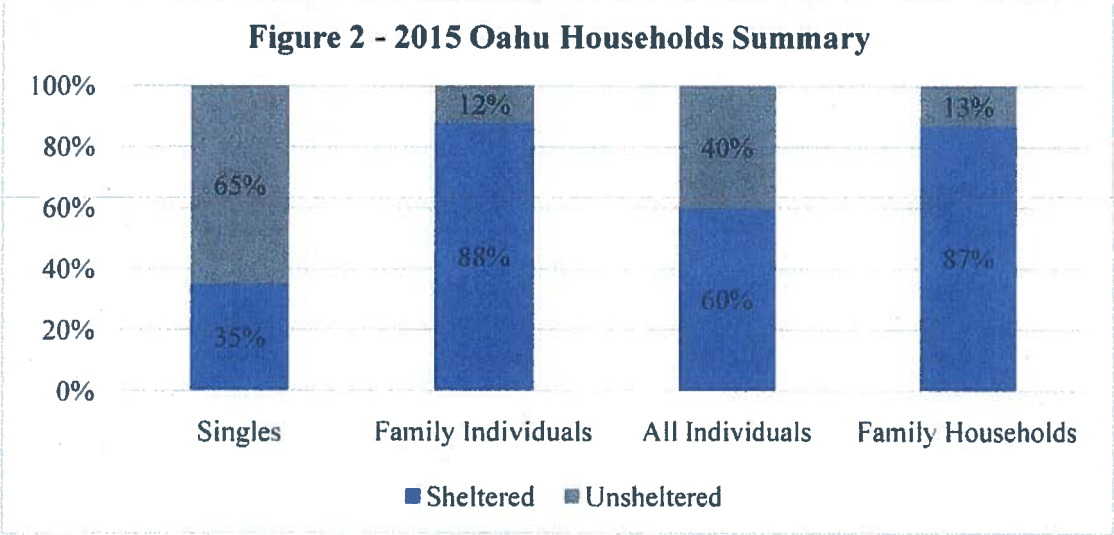
Tabletwo shows that 60% of all homeless and 87% of homeless families were sheltered. Of the 485 sheltered families, 340 (70%) resided in transitional housing facilities, while the remaining 30% resided in emergency shelters. Among the 1,939unsheltered homeless, 1,654 (85%) were singles.This rate was two percentage points less than in 2014. In 2015, 52% of the homeless were singles, while 48% were family individuals. This rose slightly when compared to 2014, when the proportions were equal. 88% of all homeless family individuals were sheltered in either emergency or transitional facilities.

In this report, asingle personis defined as an unaccompanied person or a person in a multi-adult household (e.g. couples). People in familiesare defined asmembers of family households with at least one adult and one child under 18 years of age.

Table 2: 2015Oahu Households Summary

	Sheltered		Unsheltered		Oahu Total
	#	%	#	%	#
Singles	909	35%	1,654	65%	2,563
Family Individuals	2,055	88%	285	12%	2,340
All Individuals	2,964	60%	1,939	40%	4,903
Family Households	485	87%	71	13%	556

Figure 2 presents the information from Table two graphically.



Tables three through fivesummarize the count results over the last five years.There was a 4% drop in the proportion of sheltered singles and family individuals relative to the 2014 totals for both categories. There were increases by 4% to the proportion of unsheltered singles and family individuals when compared to 2014. Overall, there were significant increases to each unsheltered category presented below. Singles, family individuals, and family households

increased by 14%, 52%, and 37% respectively. Appendix onedetails the actual occupancy for each emergency and transitional program on Oahu for the night of the count.

Table 3: Summary of Oahu Singles, 2011-2015

	Sheltered		Unsheltered		Oahu Total
	#	%	#	%	#
2015	909	35%	1,654	65%	2,563
2014	911	39%	1,445	61%	2,356
2013	901	41%	1,295	59%	2,196
2012	865	43%	1,144	57%	2,009
2011	854	43%	1,145	57%	1,999

Table 4: Summary of Oahu Family Individuals, 2011-2015

	Sheltered		Unsheltered		Oahu Total
	#	%	#	%	#
2015	2,055	88%	285	12%	2,340
2014	2,168	92%	188	8%	2,356
2013	2,190	93%	170	7%	2,360
2012	2,170	93%	174	7%	2,344
2011	2,058	92%	177	8%	2,235

Table 5: Summary of Oahu Family Households, 2011-2015

	Sheltered		Unsheltered		Oahu Total
	#	%	#	%	#
2015	485	87%	71	13%	556
2014	526	91%	52	9%	578
2013	525	92%	43	8%	568
2012	534	93%	41	7%	575
2011	514	92%	44	8%	558

Appendix two drills more deeply into household and demographic characteristics for the information presented in the tables above.

Homeless Subpopulations

In 2015, the CoC was required to collect information on a variety of different subpopulations. Those populations are outlined in Tables six through eight below.

Table 6: Oahu Chronically Homeless Subpopulations

	Sheltered		Unsheltered	Total
	Emergency	Safe Haven		
Chronically Homeless Individuals	115	20	644	779
Chronically Homeless Families	7	n/a	18	25
Persons in Chronically Homeless Families	25	n/a	64	89

The subpopulation information are always subsets of specific homeless cohorts. The data collection presented in these tables follow HMIS programming specifications and guidance outlined in HUD Notice: CPD-14-014 relating to PIT data collection. Specifically, the Notice informed CoCs of the information that must be collected in order to successfully complete the reporting requirements for the 2015 PIT.

Table six presents information on Oahu's chronically homeless. Chronically homeless individuals were defined as unaccompanied adults with a disabling health or mental health condition and who have been homeless continuously for a year or more or have had at least four episodes of homelessness in the last three years. Transitional housing programs are not included in the definition. The rate of chronic homelessness for individuals in emergency, safe haven, and unsheltered programs were 32%, 77%, and 46% respectively. A chronically homeless family was defined as having a head of household who was chronically homeless. The rate of family chronic homelessness in emergency shelters was 5%, while the rate for unsheltered families was 25%. Unsheltered information was self-reported, however, in many instances outreach personnel familiar with the clientele have an accurate gauge as to the client's disability status.

Table 7: Oahu Homeless Veteran Populations

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Homeless Veterans	74	164	2	227	467
Chronically Homeless Veteran Individuals	26	n/a	2	105	133
Homeless Vet Families	5	12	0	7	24
Chronically Homeless Veteran Families	1	n/a	n/a	4	5
Persons in Chronically Homeless Veteran Families	5	n/a	n/a	18	23

Table seven details veteran population reporting requirements. There were an estimated 467 homeless veterans on 1/25/15. Chronic definitions parallel the aforementioned and rates can be derived based on the totals presented in the tables. A vet family was defined as having at least one adult family member who is a veteran.

Table 8: Oahu Other Homeless Subpopulations

	Sheltered	Unsheltered	Total
	Persons in emergency shelters, transitional housing and safe havens		
Adults with a Serious Mental Illness	394	599	993
Adults with a Substance Use Disorder	257	514	771
Adults with HIV/AIDS	26	22	48
Victims of Domestic Violence (optional, adults only)	249	n/a	249

Table eight displays other homeless subpopulation information. The denominators used as the basis for the sheltered and unsheltered numbers were 1,790 and 1,775 respectively.

Sheltered Results

Tables nine through twelve present three year summaries of sheltered homeless. The proportions from year to year in each of the regions are nearly identical. This is expected since there hasn't been much change in shelter composition within the regions over the three year period.

Table 9: Regional Distribution of All Sheltered Homeless, 2013-2015

	2013		2014		2015	
Region	#	%	#	%	#	%
1: Downtown Honolulu	1,033	33%	1,015	33%	1,004	34%
2: East Honolulu	35	1%	33	1%	30	1%
3: Ewa	751	24%	772	25%	722	24%
4: Kaneohe to Waimanalo	196	6%	198	6%	185	6%
5: Wahiawa to North Shore	0	0%	0	0%	0	0%
6: Upper Windward	40	1%	0	0%	0	0%
7: Waianae Coast	1,036	34%	1,061	35%	1,023	35%
TOTAL	3,091	100%	3,079	100%	2,964	100%

Table 10: Regional Distribution of Sheltered Singles, 2013-2015

	2013		2014		2015	
Region	#	%	#	%	#	%
1: Downtown Honolulu	518	57%	504	55%	543	60%
2: East Honolulu	8	1%	9	1%	3	0%
3: Ewa	282	31%	272	30%	272	30%
4: Kaneohe to Waimanalo	5	1%	28	3%	18	2%
5: Wahiawa to North Shore	0	0%	0	0%	0	0%
6: Upper Windward	15	2%	0	0%	0	0%
7: Waianae Coast	73	8%	98	11%	73	8%
TOTAL	901	100%	911	100%	909	100%

Table 11: Regional Distribution of Sheltered Family Individuals, 2013-2015

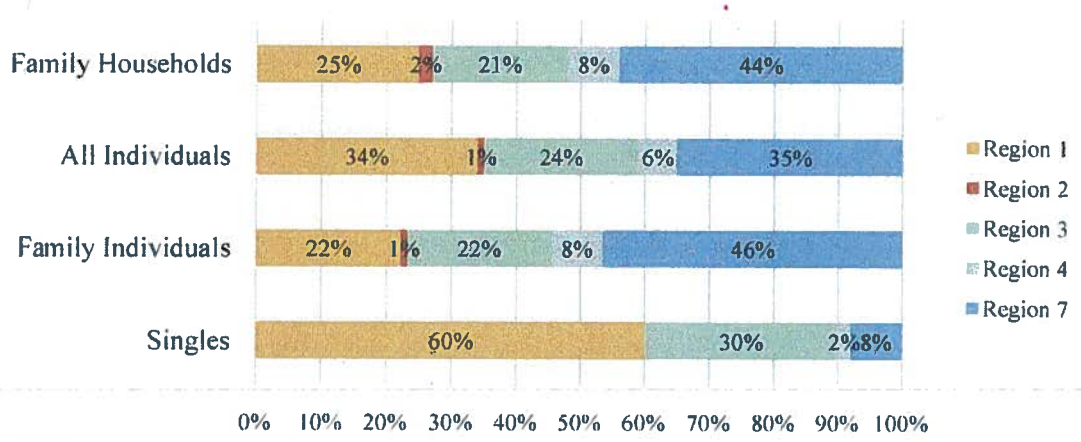
	2013		2014		2015	
Region	#	%	#	%	#	%
1: Downtown Honolulu	515	24%	511	24%	461	22%
2: East Honolulu	27	1%	24	1%	27	1%
3: Ewa	469	21%	500	23%	450	22%
4: Kaneohe to Waimanalo	191	9%	170	8%	167	8%
5: Wahiawa to North Shore	0	0%	0	0%	0	0%
6: Upper Windward	25	1%	0	0%	0	0%
7: Waianae Coast	963	44%	963	44%	950	46%
TOTAL	2,190	100%	2,168	100%	2,055	100%

Table 12: Regional Distribution of Sheltered Family Households, 2013-2015

	2013		2014		2015	
Region	**#**	**%**	**#**	**%**	**#**	**%**
1: Downtown Honolulu	141	27%	138	26%	123	25%
2: East Honolulu	11	2%	10	2%	12	2%
3: Ewa	112	21%	110	21%	100	21%
4: Kaneohe to Waimanalo	44	8%	41	8%	37	8%
5: Wahiawa to North Shore	0	0%	0	0%	0	0%
6: Upper Windward	4	1%	0	0%	0	0%
7: Waianae Coast	213	41%	227	43%	213	44%
TOTAL	525	100%	526	100%	485	100%

Sheltered single numbers have remained constant from year to year, however, individuals in families and family households decreased significantly when compared to the last two years. Figure 3 shows the 2015 composition graphically for each of the four tables above.

Figure 3 - 2015 Oahu Sheltered Composition



Unsheltered Results

The total number of unsheltered homeless on Oahu was estimated to be 1,939. Tables 13 through 16 present comparisons of unsheltered homeless over the last three years. In 2015, there were significant increases across all four categories presented in Tables 13 through 16.All configuration types have risen each of the last three years.

Table 13: Regional Distribution of All Unsheltered Homeless, 2013-2015

	2013		2014		2015	
Region	**#**	**%**	**#**	**%**	**#**	**%**
1: Downtown Honolulu	609	42%	598	37%	743	38%
2: East Honolulu	263	18%	321	20%	367	19%
3: Ewa	73	5%	115	7%	102	5%
4: Kaneohe to Waimanalo	52	4%	122	8%	145	7%
5: Wahiawa to North Shore	99	7%	154	9%	188	10%
6: Upper Windward	21	1%	5	0%	25	1%
7: Waianae Coast	348	24%	318	20%	369	19%
TOTAL	1,465	100%	1,633	100%	1,939	100%

Table 14: Regional Distribution of Unsheltered Singles, 2013-2015

	2013		2014		2015	
Region	**#**	**%**	**#**	**%**	**#**	**%**
1: Downtown Honolulu	573	44%	536	37%	629	38%
2: East Honolulu	257	20%	312	22%	352	21%
3: Ewa	58	4%	95	7%	92	6%
4: Kaneohe to Waimanalo	43	3%	92	6%	121	7%
5: Wahiawa to North Shore	95	7%	151	10%	165	10%
6: Upper Windward	21	2%	5	0%	25	2%
7: Waianae Coast	248	19%	254	18%	270	16%
TOTAL	1,295	100%	1,445	100%	1,654	100%

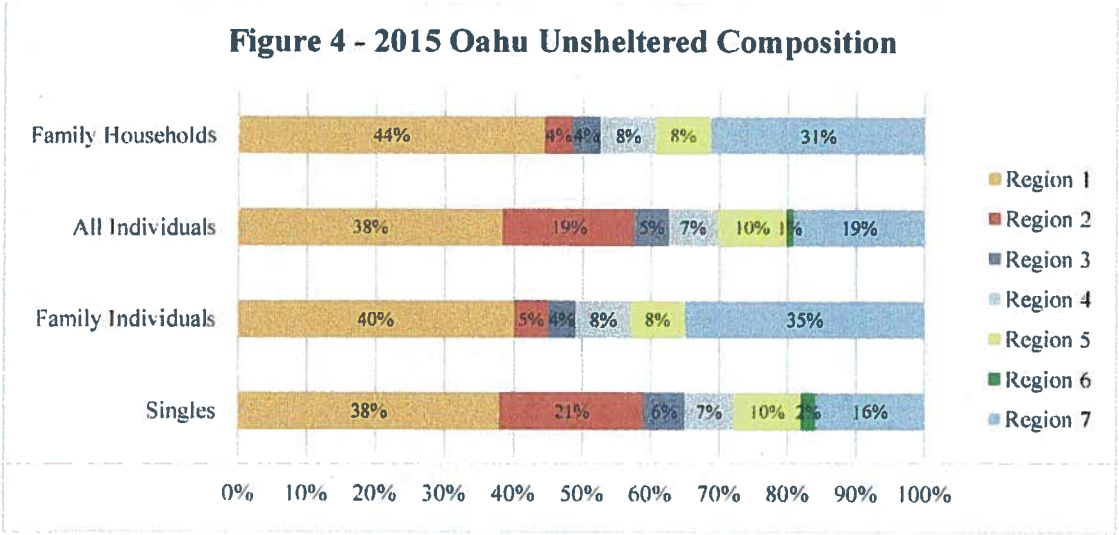
Table 15: Regional Distribution of Unsheltered Family Individuals, 2013-2015

	2013		2014		2015	
Region	**#**	**%**	**#**	**%**	**#**	**%**
1: Downtown Honolulu	36	21%	62	33%	114	40%
2: East Honolulu	6	4%	9	5%	15	5%
3: Ewa	15	9%	20	11%	10	4%
4: Kaneohe to Waimanalo	9	5%	30	16%	24	8%
5: Wahiawa to North Shore	4	2%	3	2%	23	8%
6: Upper Windward	0	0%	0	0%	0	0%
7: Waianae Coast	100	59%	64	34%	99	35%
TOTAL	170	100%	188	100%	285	100%

Table 16: Regional Distribution of Unsheltered Family Households, 2013-2015

	2013		2014		2015	
Region	**#**	**%**	**#**	**%**	**#**	**%**
1: Downtown Honolulu	8	19%	18	35%	31	44%
2: East Honolulu	2	5%	3	6%	3	4%
3: Ewa	4	9%	6	12%	3	4%
4: Kaneohe to Waimanalo	3	7%	6	12%	6	8%
5: Wahiawa to North Shore	1	2%	1	2%	6	8%
6: Upper Windward	0	0%	0	0%	0	0%
7: Waianae Coast	25	58%	18	35%	22	31%
TOTAL	43	100%	52	100%	71	100%

Figure four presents the percentages from Tables 13 through 16 graphically.



Demographic characteristics for unsheltered populations are detailed in appendix two, tables one through seven. The HDX tables also present subpopulation information for unsheltered homeless as well as summaries of youth and veteran homelessness. Youth and veteran homelessness characteristics are subsets of the data presented in Tables one through three of appendix two.

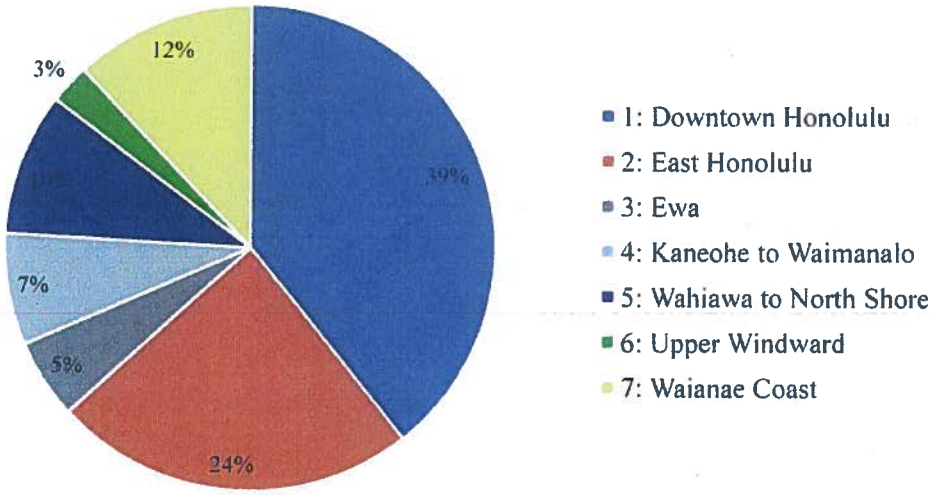
Table 17 shows that there were an estimated 644unsheltered unaccompanied chronically homeless individuals on Oahu for 2015. Data from previous years are also presented to show trends over the last three years. In Table 17, column D is the denominator used to calculate the percentages and is based on the total number of unsheltered, unaccompanied homeless adults in each of the regions. The rate of chronically homeless among this cohort has averaged 43% over the three year period. Region 6, Upper Windward contained the highest rate of chronically homeless, at 74%.

Table 17: Regional Distribution of Unsheltered Unaccompanied Chronically Homeless, 2013-2015

	2013			2014			2015		
Region	**#**	**D**	**%**	**#**	**D**	**%**	**#**	**D**	**%**
1: Downtown Honolulu	231	545	42%	225	516	44%	253	569	44%
2: East Honolulu	103	253	41%	142	288	49%	154	320	48%
3: Ewa	21	42	50%	29	73	40%	34	86	40%
4: Kaneohe to Waimanalo	13	41	32%	42	80	53%	48	101	48%
5: Wahiawa to North Shore	44	91	48%	32	137	23%	61	127	48%
6: Upper Windward	7	21	33%	3	5	60%	17	23	74%
7: Waianae Coast	86	200	43%	85	228	37%	77	183	42%
TOTAL	505	1,193	42%	558	1,327	42%	644	1,409	46%

Figure 5 illustrates the proportion of unsheltered chronically homeless individuals in each of Oahu's seven regions.

Figure 5 - 2015 Proportion of Unsheltered Chronically Homeless Individuals



Recommendations

The count coverage and many of the fields included in this report seem to improve year after year. As execution improves, so will the count results and confidence in the reporting. The improvement from year to year is a credit to the many organizations, staff, and volunteers that take the time to contribute to making the count a priority.It should be noted that the count is just a one day estimate of the level of homelessness on Oahu. The count should supplement improvements in HMIS data quality, analysis of system outcomes and trends over specific intervals, and higher accountability standards for organizations utilizing the HMIS and receiving homeless services funding. Several recommendations follow from the data presented herein and from discussion with various organizations and stakeholders.

Utilize recommendations and instructions included in the appendices of this report and in the PIT Count Methodology Guide, which is updated by HUD annually. Formulate a PIT ad hoc subcommittee within PIC annually. The subcommittee would assist the CoC with organization, training, data quality standards, overall coordination of volunteers, etc. The committee would be formed and begin facilitating and planning the PIT count at least several months in advance in order to galvanize support and coordinate team leadership with partners. Employ the entire work week for the unsheltered count and integrate PIT data quality standards into outreach contracting. Develop written data quality standards for active HMIS outreach listings compared to PIT survey responses.

Delineate clear responsibilities and one lead coordinator per region. This seemed to work very effectively this year in several of the larger regions. Work with regional coordinators to develop timelines for the week, with responsibilities clearly outlined for each of the region's subareas. Allocate more money for skilled data entry personnel to enter all unsheltered survey data from the count. Many errors continue to appear in the extract, which prolong the time it takes to produce the report and affect the validity of the reporting.

Request that law enforcement postpone sweeps until after the count. Identify harder to reach areas after the count and work to develop more of a presence in those areas. Improve coordination with HPD and DLNR to strengthen security and improve accessibility into harder to reach areas. Use stakeholders and community leaders to help publicize the event and garner more supportand visibility for homeless services.

Appendix 1: Sheltered Program Utilization on the Night of 1/25/15

Type	Program Name (HI-501 CoC)	Family Individuals	Family Units	Singles	TOTAL
ES	CFS Honolulu	15	7	5	20
ES	CFS Leeward	11	4	3	14
ES	FPH - Honolulu Family Center	14	4	0	14
ES	FPH - Windward Family Center	13	3	0	13
ES	HK - Boys	0	0	5	5
ES	HK - Girls	0	0	3	3
ES	IHS - Kaa'ahi Women and Families ES	86	23	69	155
ES	IHS - Sumner Men's ES	0	0	147	147
ES	KWO - Onelau`ena	207	43	20	227
ES	PACT - Ohia	0	0	1	1
ES	ROL - Light House Emergency Shelter	38	11	12	50
ES	SOW - Great Joy 1	0	0	6	6
ES	SOW - Great Joy 2	0	0	7	7
ES	SOW - Great Joy 3	0	0	12	12
ES	SOW - Streams of Joy 1	0	0	6	6
ES	SOW - Streams of Joy 2	0	0	8	8
ES	USVETS - BP HOPTEL	0	0	3	3
ES	USVETS - Respite Beds	0	0	6	6
ES	USVETS - WCC Emergency	196	46	38	234
ES	USVETS - WCC HOPTEL	0	0	5	5
ES	WHC - Next Step Emergency Shelter	14	3	38	52
ES	WSAS - Hale Ola	5	1	2	7
SH	MHK - Safe Haven Transitional Housing	0	0	26	26
TH	ASI - Ohana Ola O Kahumana	228	46	0	228
TH	ASI - Ulu Ke Kukui (Villages of Maili)	317	72	0	317
TH	CCH - Ma'ili Land Transitional Housing	163	38	0	163
TH	CFS Trans	16	5	0	16
TH	GHP - Community Residential Program	0	0	11	11
TH	GHP - Gregory House	0	0	7	7
TH	HCAP - Kumuhonua	0	0	86	86
TH	HKIPA - Apaa Women's Shelter	0	0	4	4
TH	HKIPA - Keeaumoku/Aawa	0	0	4	4
TH	HKIPA - Maka`aloa TLP	0	0	3	3
TH	HKO - Lahilahi	0	0	3	3
TH	HNO - Onemalu Transitional	194	42	0	194
TH	HNO - Weinberg Village Waimanalo	142	30	0	142

TH	HSI - Kulaokahua Apts (TH for the Elderly)	0	0	30	30
TH	HSI - Loliana Apts (TH for Families)	150	39	0	150
TH	HSI - Na Kolea Rooming House (TH for Working Singles)	0	0	58	58
TH	HSI - Vancouver House (TH for Families)	101	26	0	101
TH	PACT Lehua	0	0	4	4
TH	SARMY - Ka Ohu Hou O Manoa FTS	27	12	0	27
TH	SARMY - Oahu ATS Program	0	0	12	12
TH	SHDC - Ahukini CoC Funded (Oahu)	0	0	3	3
TH	SHDC - Hale Ulu Pono TH	0	0	19	19
TH	USVETS - ADVANCE WOMEN	0	0	11	11
TH	USVETS - HHFDC 1	34	8	19	53
TH	USVETS - Veterans-in-Progress (VIP)	0	0	97	97
TH	USVETS - WCC Transitional	10	2	4	14
TH	WHC - Next Step Transitional Housing	65	16	97	162
TH	WIN - Bridge to Success Waianae	2	1	4	6
TH	WIN - Family House Aiea	7	3	10	17
TH	WSAS - Imua	0	0	1	1
	TOTAL	**2,055**	**485**	**909**	**2,964**

Appendix 2: Oahu HUD Homelessness Data Exchange (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	145	340	71	556
Total # of Persons (Adults & Children)	599	1,456	285	2,340
# of Persons (under age 18)	347	819	153	1,319
# of Persons (18-24)	47	105	21	173
# of Persons (over age 24)	205	532	111	848

Gender (adults and children)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	327	787	183	1,297
Male	272	669	102	1,043
Transgender (male to female)	0	0	0	0
Transgender (female to male)	0	0	0	0

Ethnicity (adults and children)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latino	552	1,223	250	2,025
Hispanic/Latino	47	233	35	315

Race (adults and children)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
White	18	58	6	82
Black or African-American	19	16	8	43
Asian	19	42	13	74
American Indian or Alaska Native	2	11	1	14
Native Hawaiian or Other Pacific Islander	386	722	218	1,326
Multiple Races	155	607	39	801

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	8	0	9	17
Total # of children (under age 18)	8	0	11	19

Gender

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	3	0	4	7
Male	5	0	7	12
Transgender (male to female)	0	0	0	0
Transgender (female to male)	0	0	0	0

Ethnicity

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latino	7	0	10	17
Hispanic/Latino	1	0	1	2

Race

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
White	1	0	1	2
Black or African-American	0	0	0	0
Asian	1	0	0	1
American Indian or Alaska Native	0	0	1	1
Native Hawaiian or Other Pacific Islander	6	0	7	13
Multiple Races	0	0	2	2

HUD HDX Table 3 - Oahu

HI-501 Homeless Populations
Households without Children

Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total # of households	381	462	26	1,514	2,383
Total # of Persons (Adults)	388	487	26	1,643	2,544
# of Persons (age 18-24)	18	25	0	104	147
# of Persons (over age 24)	370	462	26	1,539	2,397

Gender

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	118	154	14	512	798
Male	268	331	12	1,119	1,730
Transgender (male to female)	1	2	0	12	15
Transgender (female to male)	1	0	0	0	1

Ethnicity

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	340	437	25	1,423	2,225
Hispanic/Latino	48	50	1	220	319

Race

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
White	137	169	7	430	743
Black or African-American	29	40	3	78	150
Asian	51	74	3	185	313
American Indian or Alaska Native	2	11	0	20	33
Native Hawaiian or Other Pacific Islander	62	71	2	663	798
Multiple Races	107	122	11	267	507

HUD HDX Table 4 - Oahu

HI-501 Homeless Subpopulations

Chronically Homeless Subpopulations

	Sheltered		Unsheltered	Total
	Emergency	Safe Haven		
Chronically Homeless Individuals	115	20	644	779
Chronically Homeless Families	7	0	18	25
Persons in Chronically Homeless Families	25	0	64	89

(Chronically homeless subpopulation data is required for sheltered persons and for unsheltered persons.)

Chronically Homeless Veterans

	Sheltered		Unsheltered	Total
	Emergency	Safe Haven		
Chronically Homeless Veteran Individuals	26	2	105	133
Chronically Homeless Veteran Families	1	0	4	5
Persons in Chronically Homeless Veteran Families	5	0	18	23

(Chronically homeless veteran data is a subset of the All Chronically Homeless Individuals and Families)

Other Homeless Subpopulations

	Sheltered	Unsheltered	Total
	Persons in emergency shelters, transitional housing and safe havens		
Adults with a Serious Mental Illness	394	599	993
Adults with a Substance Use Disorder	257	514	771
Adults with HIV/AIDS	26	22	48
Victims of Domestic Violence (optional)	249	n/a	249

(Other homeless subpopulation data is required for sheltered persons and for unsheltered persons)

Notes for the above subpopulation information:

1. Persons residing in transitional housing programs were not counted as chronically homeless.

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

2. Chronically Homeless Individual - An individual 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; and
C. Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability.

Notes:
A. Persons under the age of 18 are not counted as chronically homeless.
B. For purposes of the PIT, persons living in transitional housing at the time of the PIT count should not be included in this subpopulation category.
C. Persons with the disabling conditions identified above must also meet the qualifications identified in the term for "disability" (e.g., "is expected to be long-continuing or indefinite duration").

3. Chronically Homeless Family – A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria for a chronically homeless individual, including a family whose composition has fluctuated while the head of household has been homeless.

4. Subpopulation rows only pertain to adults, with the exception of chronically homeless families.

HUD HDX Table 5 - Oahu

HI-501 Youth Populations

Youth Households

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total # of households	41	44	0	100	185
# of parenting youth households	15	20	0	6	41
# of unaccompanied youth households	26	24	0	94	144
Total # of Persons	76	89	0	127	292
Total # of persons in parenting youth households	50	65	0	21	136
# of parenting youth (youth parents only)	26	34	0	12	72
# of parenting youth (under age 18)	0	0	0	1	1
# of parenting youth (age 18 to 24)	26	34	0	11	71
# of children with parenting youth (children under age 18 with parents under age 25	24	31	0	9	64
Total # of unaccompanied youth	26	24	0	106	156
# of unaccompanied children (youth under age 18)	8	0	0	13	21
# of unaccompanied youth between ages 18 and 24	18	24	0	93	135

Gender (parenting & unaccompanied youth)

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	27	25	0	49	101
Male	25	33	0	69	127
Transgender (male to female)	0	0	0	0	0
Transgender (female to male)	0	0	0	0	0

Ethnicity (parenting & unaccompanied youth)

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	38	51	0	96	185
Hispanic/Latino	14	7	0	22	43

Race (parenting & unaccompanied youth)

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
White	6	4	0	21	31
Black or African-American	1	2	0	3	6
Asian	3	1	0	5	9
American Indian or Alaska Native	0	1	0	1	2
Native Hawaiian or Other Pacific Islander	31	19	0	62	112
Multiple Races	11	31	0	26	68

Notes for the above youth population information:

Parenting youth are youth who identify as the parents or legal guardians 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.

Unaccompanied youth are persons under age 25 who are not presenting or sleeping in the same place as their parent or legal guardian, including:

- single youth;
- youth couples; and
- groups of youth presenting as a household

Parenting youth are distinct from unaccompanied youth.

Data on Youth Households is a subset of the All Households data. Youth included in the Youth Households table, and related demographic data, are still included in the All Households data.

a) If individuals are housed in Safe Havens on the night of the count, they are recorded in the "Safe Haven" column, NOT in the emergency shelter column.

HUD HDX Table 6 - 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	5	12	7	24
Total # of Persons	19	66	30	115
Total # of Veterans	5	12	7	24

Gender (veterans only)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	2	2	2	6
Male	3	10	5	18
Transgender (male to female)	0	0	0	0
Transgender (female to male)	0	0	0	0

Ethnicity (veterans only)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latino	5	9	6	20
Hispanic/Latino	0	3	1	4

Race (veterans only)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
White	2	4	1	7
Black or African-American	1	2	1	4
Asian	0	0	0	0
American Indian or Alaska Native	1	0	0	1
Native Hawaiian or Other Pacific Islander	0	1	3	4
Multiple Races	1	5	2	8

HUD HDX Table 7 - Oahu

HI-501 Veteran Populations
Veteran Households without Children

Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total # of Households	69	152	2	219	442
Total # of Persons	71	153	2	249	475
Total # of Veterans	69	152	2	220	443

Gender (veterans only)

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	4	25	2	20	51
Male	65	127	0	199	391
Transgender (male to female)	0	0	0	1	1
Transgender (female to male)	0	0	0	0	0

Ethnicity (veterans only)

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	61	138	2	194	395
Hispanic/Latino	8	14	0	26	48

Race (veterans only)

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
White	30	75	2	69	176
Black or African-American	9	16	0	23	48
Asian	10	18	0	24	52
American Indian or Alaska Native	0	6	0	5	11
Native Hawaiian or Other Pacific Islander	5	17	0	63	85
Multiple Races	15	20	0	36	71

Appendix 3: 2015 PIT Count Household Survey

USE THIS FORM IF THE CLIENT IS IN A ***HOUSEHOLD(Accompanied)***

2015 City & County of Honolulu Homeless Point-in-Time Count Survey

Interviewer's Name: _____ *Agency/Group:* _____

Site of Interview (Actual Location): _____ *Date:* _____

"Are you living alone or with others?"
(If living alone use SINGLE form)

"Where did you sleep this past Sunday, JANUARY 25th?" _____
SPECIFIC LOCATION - If answer is a sheltered location (e.g. house, shelter, hospital, jail), END SURVEY.

"What area of the island did you sleep?" _____
Enter Region # (1–7) [Map on back]

HEAD OF HOUSEHOLD:

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 ☐ Transgender: male to female ☐ Unknown/Refused
   ☐ Female ☐ Transgender: female to male
5. Do you identify as Hispanic (Ethnicity)? ☐ Yes ☐ No ☐ Unknown ☐ Refused
6. What Race do you most identify with? **(SELECT ONLY ONE)**
   ☐ White ☐ Black/African-American ☐ Asian ☐ American Indian/Alaska Native
   ☐ Native Hawaiian ☐ Other Pacific Islander ☐ Multiple Races ☐ Unknown
7. Have you served in the U.S. Armed Forces? ☐ Yes ☐ No ☐ Unknown ☐ Refused
   IF NO, SKIP to Q9
8. Were you activated, into active duty, as a National Guard member or Reservist?
   ☐ Yes ☐ No ☐ Unknown ☐ Refused
9. *How long have you been continuously homeless this time?*
   ☐ Less than 1 year ☐ 1 year or longer ☐ Unknown ☐ Refused
10. *How many times have you been homeless in the past 3 years?*
    ☐ 1–3 times ☐ 4 or more times ☐ 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. Do you have an alcohol or drug problem that limits 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

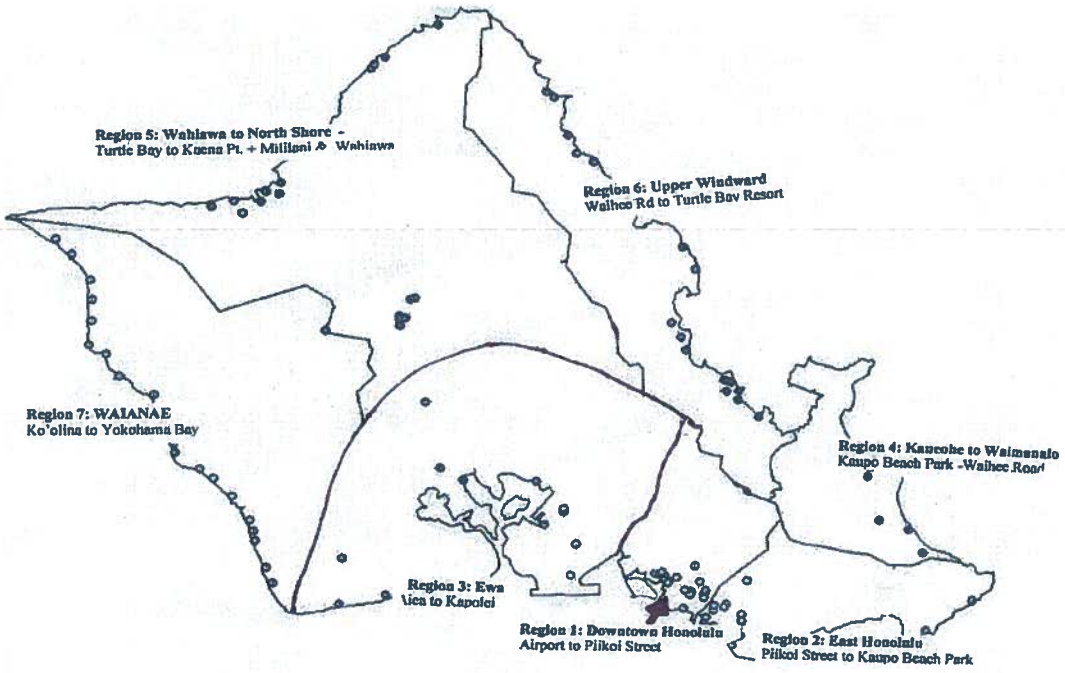
Children's Demographic Information:

16. Gender of Children **(Sum should equal the total number of children)**
    Male:_____ Transgender: male to female:_____ Unknown/Refused:____
    Female:_____ Transgender: female to male:_____

17. Ethnicity of Children **(Sum should equal the total number of children)**
    Non-Hispanic/Non-Latino:_____
    Hispanic/Latino:_____

18. Race of Children: **ONLY ONE PER CHILD(Sum should equal the total number of children)**
    White:_____ American Indian/Alaska Native:_____
    Black/African-American:_____ Other Pacific Islander:_____
    Asian:_____ Multiple Races:_____
    Native Hawaiian:_____ Unknown:_____

☐ **CHECK WHEN ALL HOUSEHOLD SURVEYS HAVE BEEN ENTERED INTO THE HMIS**



Description of Head of Household if Refused Survey:

OTHER ADULT IN HOUSEHOLD:

1. *First Name:* _____ *Last Name:* _____

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

3. *Gender:* ☐ Male ☐ Transgender: male to female ☐ Unknown/Refused
   ☐ Female ☐ Transgender: female to male

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

5. What Race do you most identify with? **(SELECT ONLY ONE)**
   ☐ White ☐ Black/African-American ☐ Asian ☐ American Indian/Alaska Native
   ☐ Native Hawaiian ☐ Other Pacific Islander ☐ Multiple Races ☐ Unknown

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

7. Were you activated, into active duty, as a National Guard member or Reservist?
   ☐ Yes ☐ No ☐ Unknown ☐ Refused

8. *How long have you been continuously homeless this time?*
   ☐ Less than 1 year ☐ 1 year or longer ☐ Unknown ☐ Refused

9. *How many times have you been homeless in the past 3 years?*
   ☐ 1–3 times ☐ 4 or more times ☐ 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. *Do you have an alcohol or drug problem that limits 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

Description of other adult if Refused Survey:

Appendix 4: 2015 PIT Count Single Survey

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

2015 City & County of Honolulu Homeless Point-in-Time Count Survey

Interviewer's Name: _____ *Agency/Group:* _____

Site of Interview (Actual Location): _____ *Date:* _____

"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 past Sunday, JANUARY 25th?" _____
SPECIFIC LOCATION - If answer is a sheltered location (e.g. house, shelter, hospital, jail), END SURVEY.

"What area of the island did you sleep?" _____
Enter Region # (1–7) [Map on back]

1. *First Name:* _____ *Last Name:* _____

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

3. *Gender:* ☐ Male ☐ Transgender: male to female ☐ Unknown/Refused
   ☐ Female ☐ Transgender: female to male

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

5. What Race do you most identify with? **(SELECT ONLY ONE)**
   ☐ White ☐ Black/African-American ☐ Asian ☐ American Indian/Alaska Native
   ☐ Native Hawaiian ☐ Other Pacific Islander ☐ Multiple Races ☐ Unknown

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

7. Were you activated, into active duty, as a National Guard member or Reservist?
   ☐ Yes ☐ No ☐ Unknown ☐ Refused

8. *How long have you been continuously homeless this time?*
   ☐ Less than 1 year ☐ 1 year or longer ☐ Unknown ☐ Refused

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

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

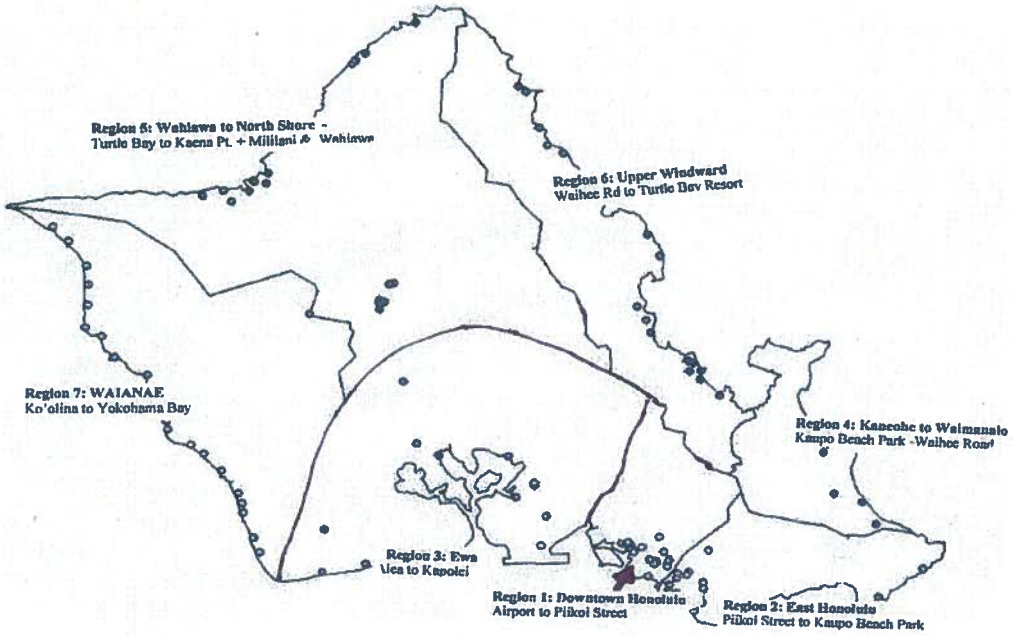
11. *Do you have a mental health disability that limits your ability to work or perform activities of daily living?* ☐ Yes ☐ No ☐ Unknown ☐ Refused

12. *Do you have an alcohol or drug problem that limits 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

☐CHECK THIS BOX WHEN THE SURVEY HAS BEEN ENTERED INTO THE HMIS



Description of Person if Refused Survey:

Appendix 5: 2015 Non-HMIS Sheltered PIT 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 PIT count night of 1/25/15. The below instructions should be read prior to filling out the tables.
- Please complete this form for the night of Sunday, January 25, 2015.
- 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.
- For 2015, HUD has requested a higher level of detail in terms of data collection. This has led to revisions to the 2014 Non-HMIS survey.
- Tables 1, 2, and 3 of Section 1 below are meant to be mutually exclusive, with each person sleeping in your program included in only one of the tables.
- Table 1 totals demographic info for households with one adult and at least one child under age 18.
- Table 2 totals demographic info for single adults, adult couples with no children, and groups of adults.
- Table 3 totals demographic info for persons under age 18, including children in one-child households, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children.
- Table 4 is required and captures subpopulation information for the persons counted in Tables 1-3. Subpopulation data should be limited to adults, with the exception of persons in chronically homeless families, and victims of domestic violence.
- HUD is requesting that any veterans counted in Tables 1-3, also be broken out in Section 2, Tables 5 and 6. These tables follow the same reasoning as above, but are strictly for veteran households, where at least one of the adults is a veteran.
- In 2015, HUD is requesting that any youth counted in Tables 1-3, also be broken out in Section 3, Table 7. These tables follow the same reasoning as above, but are strictly for youth households less than 25 years of age. Parenting youth and unaccompanied youth definitions are presented below Table 7 for reference.
- Key Chronic Homeless terms for Table 4 are outlined in Appendix A.
- Please fill out the next page for identification purposes.

Please fill out the below Shelter and Contact Identification:

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 Child	TOTAL
1.	Total number of households	
2.	Total number of persons in the above 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: male to female	
	Transgender: female to male	
4.	Ethnicity (adults and children)	
	Non-Hispanic/Non-Latino	
	Hispanic/Latino	
5.	Race (adults and children) – ***Please identify only one per person***	
	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)	

	Table 2: Households without Children	TOTAL
1.	Total number of households	
2.	Total number of persons in the above households	
	Number of young adults (age 18-24)	
	Number of adults (over age 24)	
3.	Gender of adults	
	Female	
	Male	
	Transgender: male to female	
	Transgender: female to male	
4.	Ethnicity of adults	
	Non-Hispanic/Non-Latino	
	Hispanic/Latino	
5.	Race of adults – ***Please identify only one per adult***	
	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)	

	Table 3: Households with only children (under age 18)	TOTAL
1.	Total number of households	
2.	Total number of persons in the above households	
	Number of children (under age 18)	
3.	Gender of children	
	Female	
	Male	
	Transgender: male to female	
	Transgender: female to male	
4.	Ethnicity of children	
	Non-Hispanic/Non-Latino	
	Hispanic/Latino	
5.	Race of children – ***Please identify only one per child***	
	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)	

	Table 4: Subpopulation Data for Persons in Tables 1-3 above	TOTAL
1.	Total number of Chronically Homeless Individuals (adults only)	
2.	Total number of Chronically Homeless Families (# of families that are CH)	
	Persons in Chronically Homeless Families (adults and children)	
3.	Total number of Chronically Homeless Veteran Individuals (adult vets only)	
4.	Total number of Chronically Homeless Veteran Families (# of vet families that are CH)	
	Persons in Chronically Homeless Veteran Families (adults and children)	
5.	Total number of adults with a Serious Mental Illness (adults only)	
6.	Total number of adults with a Substance Abuse Disorder (adults only)	
7.	Total number of adults with HIV/AIDS (adults only)	
8.	Total number of Victims of Domestic Violence (adults and children)	
	Number of adults that are victims of DV	
	Number of children that are victims of DV	

Section 2: Population Requirements for Veteran Households Only

	Table 5: Vet Households with at Least One Adult and One Child	TOTAL
1.	Total number of households	
2.	Total number of persons in the above households	
	Number of children (under age 18)	
	Number of young adults (age 18-24)	
	Number of adults (over age 24)	
3.	Total number of veterans	
4.	Gender (veterans only)	
	Female	
	Male	
	Transgender: male to female	
	Transgender: female to male	
5.	Ethnicity (veterans only)	
	Non-Hispanic/Non-Latino	
	Hispanic/Latino	
6.	Race (veterans only) – ***Please identify only one per veteran***	
	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)	

	Table 6: Vet Households without Children	TOTAL
1.	Total number of households	
2.	Total number of persons in the above households	
	Number of persons (age 18-24)	
	Number of persons (over age 24)	
3.	Total number of veterans	
4.	Gender (veterans only)	
	Female	
	Male	
	Transgender: male to female	
	Transgender: female to male	
5.	Ethnicity (veterans only)	
	Non-Hispanic/Non-Latino	
	Hispanic/Latino	
6.	Race (veterans only) – ***Please identify only one per veteran***	
	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)	

Section 3: Population Requirements for Youth Households Only (< 25 yrs old)

	Table 7: Youth Households	TOTAL
1.	Total number of households	
	Number of parenting youth households*	
	Number of unaccompanied youth households**	
2.	Total number of persons in the above households	
	Total number of persons in parenting youth households	
	Number of parenting youth (youth parents only)	
	Number of parenting youth (under age 18)	
	Number of parenting youth (age 18 to 24)	
	Number of children with parenting youth (children under 18 w/ parents under 25)	
3.	Total number of unaccompanied youth	
	Number of unaccompanied children under age 18	
	Number of unaccompanied young adults (age 18 to 24)	
4.	Gender (youth parents and unaccompanied youth only)	
	Female	
	Male	
	Transgender: male to female	
	Transgender: female to male	
5.	Ethnicity (youth parents and unaccompanied youth only)	
	Non-Hispanic/Non-Latino	
	Hispanic/Latino	
6.	Race (youth parents and unaccompanied youth only) – ***Please identify only one per youth***	
	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)	

*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

**Unaccompanied youth are persons under age 25 who are not presenting or sleeping in the same place as their parent or legal guardian, including:

A. single youth;
B. youth couples; and
C. groups of youth presenting as a 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 Individual - An individual 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; and,

C. Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability.

Notes:

(1) Persons under the age of 18 are not counted as chronically homeless.

(2) For purposes of the PIT, persons living in transitional housing at the time of the PIT count should not be included in this subpopulation category.

(3) Persons with the disabling conditions identified above must also meet the qualifications identified in the term for "disability" (e.g., "is expected to be long-continuing or indefinite duration").

Chronically Homeless Family – A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria for a chronically homeless individual, including a family whose composition has fluctuated while the head of household has been homeless.

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

Appendix 6: 2015 Overview

Point-In-Time Count (PIT)
January 2015 Overview

2015 Key PIT Dates:

- ***Sheltered date for the count is Sunday, January 25, 2015.*** 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) programs should be entered into the HMIS by Friday, February 13, 2015. All Non-HMIS summary surveys for providers not participating in the HMIS (e.g. DV shelters) should be completed for clients residing on the night of 1/25/15 and submitted to carlos@cperaroconsulting.com by Friday, February 6, 2015. The non-HMIS survey was sent to providers on 1/5/15.

- ***Unsheltered dates for the 2015 count are Monday, January 26, 2015 to FridayJanuary 30, 2015.*** ONLY people who responded that they DID NOT stay indoors on Sunday, January 25, 2015 should be surveyed. If a person responds by stating that they were sheltered or stayed indoors on the 25th, 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 Sunday 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 Sunday night and into early Monday morning if they are accustomed to this workflow. Service-based counts should also be utilized for surveying. Service-based locations can include soup kitchens, day shelters, libraries, and other community locations. All unsheltered surveys collected during the date range above should be entered into the HMIS by***Friday, February 23, 2015.***

- **Kickoffis Monday, January 26th** for a concentrated outreach effort in each of the regions, which will continue until **Friday, January 30th.** 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.*** We are working to establish each of the organizations for Regions 1-7 as soon as possible (along w/ contact information for volunteers) so that volunteers wishing to canvass particular regions or areas can be directed accordingly. Volunteers can be assigned to lead coordinators as needed; however, 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 Contact and Confidentiality form. The training schedule is outlined below. Regional coordinators are urged to conduct volunteer trainings separate from the below training schedule and during the week prior to the count.

Survey Instruments: The survey instruments for 2015 have been slightly modified to accommodate HUD changes and to capture information that will be helpful to the CoC. A

copy of the household (accompanied) and single (unaccompanied) surveys will be provided in the next week. It is recommended that the survey form for single clients be printed on white paper due to the vast majority of clients surveyed being unaccompanied, and the survey instrument for households be printed on colored paper. The household form contains one survey page for the head of household and one survey form that should be used for all other adults within the household. Each adult in the household should complete their own survey. The training dates below will review the survey instruments and aspects of data quality in much further detail.

Training: There will be three (3) trainings during January 2015 for coordinators, partners, homeless program staff, and volunteers. The training schedule for Oahu is below:

- **Wed, 1/14/15, AUW 5th floor, Oahu Room, 1:00 pm to 3:00 pm**
- **Thu, 1/15/15, Catholic Charities Large Conference Room, 12:30 pm to 4:00 pm**
- **Fri, 1/16/15, Kulia I Ka Nu`u Dining Room (formerly Kahikolu) Training for Leeward Providers, 12:30 pm to 3:00 pm**

After the initial trainings above and instructions/power points have been disseminated, leads and partners are urged to conduct volunteer trainings the week prior to the count to relay important coordination, surveying, and safety topics. There are two volunteer trainings being held by IHS several days before the count:

- **Thu, 1/22/15, IHS Kaaahi Conference Room, 12:00 pm to 1:00 pm**
- **Fri, 1/23/15, IHS Kaaahi Conference Room, 4:30 pm to 5:30 pm**

In addition to the above volunteer trainings, IHS has a volunteer manager that is helping to organize volunteers for each of the regions. Her contact information is:

Renee Rendall, reneer@ihs-hawaii.org, or volunteer@ihs-hawaii.org, 808-447-2810

All lead coordinators and partners will be responsible for organizing the personnel at hand for their regions and areas 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 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 the cleaning and data entry, however, it is imperative that skilled HMIS staff are involved and overseeing these processes. 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 PIT takes place.

Regional Boundaries, Coordinators, and Partners:

Region 1: Downtown Honolulu –*Airport to Piikoi Street*
Lead Coordinator: Connie Mitchell (IHS), ConnieM@ihs-hawaii.org

Lead Coordinator: Kanui Bell (IHS), KanuiB@ihs-hawaii.org
Lead Coordinator: Justin Phillips (IHS), JustinP@ihs-hawaii.org
Lead Coordinator: Tyran Terada (IHS), TyranT@ihs-hawaii.org
Lead Coordinator: Jennifer Tehotu (KPHC), jtehotu@kphc.org

Partner: Greg Payton, (MHK), gpayton@mhkhawaii.org
Partner: Heather Lusk, (CHOW), hlusk@chowproject.org
Partner: Skye Moore, (Project DATE), projectdate@ltwhawaii.org

Region 2: East Honolulu – Piikoi Street to Kaupo Beach Park
Lead Coordinator: Connie Mitchell (IHS), ConnieM@ihs-hawaii.org
Lead Coordinator: Kanui Bell (IHS), KanuiB@ihs-hawaii.org
Lead Coordinator: Justin Phillips (IHS), JustinP@ihs-hawaii.org
Lead Coordinator: Tyran Terada (IHS), TyranT@ihs-hawaii.org
Partner: Michelle Ip (WHC), mip@waikikihealth.org
Partner: Jennifer Tehotu (KPHC), jtehotu@kphc.org
Partner: Erin Rutherford (CCH), erin.rutherford@catholiccharitieshawaii.org

Region 3: Central – Aiea to Kapolei
Lead Coordinator: Kim Cook (USVETS), kcook@usvetsinc.org
Lead Coordinator: John Molina (USVETS), jmolina@usvetsinc.org, 630-0771
Partner: Steven Williams (USVETS), swilliams@usvetsinc.org, 347-4267
Partner: Macy Sevaatasi (USVETS), msevaaetasi@usvetsinc.org, 348-6077
Partner: Tanya Tehotu (KWO), t.tehotu@kwohawaii.org
Partner: Gladys Peraro (WCC), gperaro@usvetsinc.org

Region 4: Lower Windward- Kaupo Beach Park to Kaneohe (Waihee Road)
Lead Coordinator: Michelle Ip (WHC), mip@waikikihealth.org
Partner: Holly Holowach (Weinberg Village Waimanalo), wwholly@hawaii.rr.com
Partner: Teresa Gonsalves (Waimanalo Health Center), tgonsalves@waimanalohealth.org
Partner: Christy MacPherson (Family Promise Hawaii), christy@familypromisehawaii.org
Partner: Skye Moore, (Project DATE), projectdate@ltwhawaii.org
Partner: Paul Ruddell, (HPO), PRuddell@dhs.hawaii.gov

Region 5: North Shore - Turtle Bay to Kaena Pt. including Mililani & Wahiawa
Lead Coordinator: Connie Mitchell (IHS), ConnieM@ihs-hawaii.org
Lead Coordinator: Kanui Bell (IHS), KanuiB@ihs-hawaii.org
Lead Coordinator: Justin Phillips (IHS), JustinP@ihs-hawaii.org
Lead Coordinator: Tyran Terada (IHS), TyranT@ihs-hawaii.org
Partner: Stanley Perpignon (HOPE, Inc), info@hopehi.com

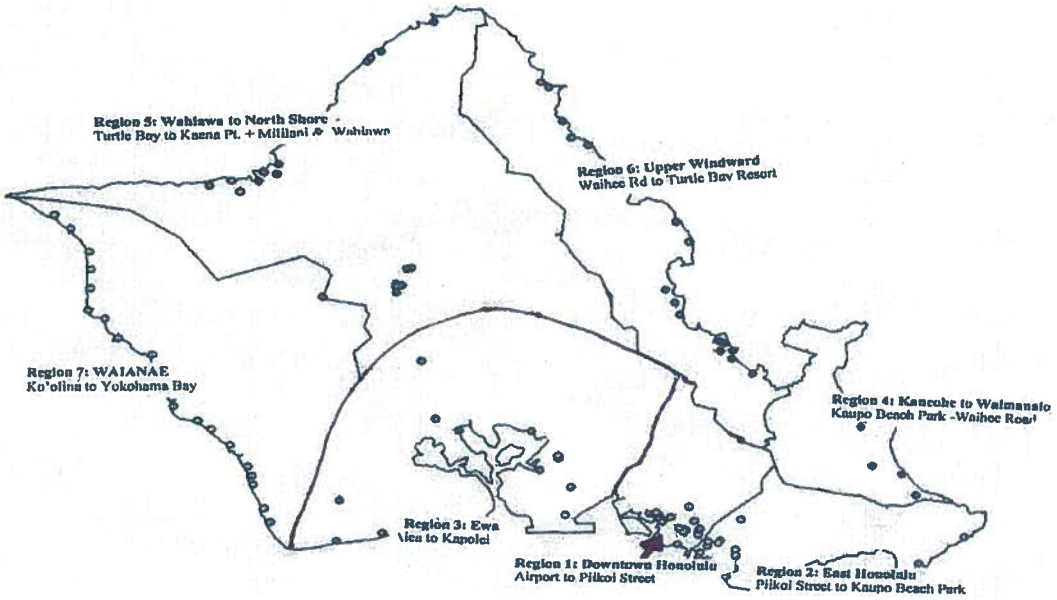
Region 6: Upper Windward - Waihee Rd to Turtle Bay Resort
Lead Coordinator: Michelle Ip (Waikiki Health), mip@waikikihealth.org

Region 7: Waianae – Ko'olina to Yokohama Bay
Lead Coordinator: Tanya Tehotu (KWO), t.tehotu@kwohawaii.org
Lead Coordinator: Leinaala Kanana (WCCHC), LKanana@wcchc.com
Partner: Gladys Peraro (WCC), gperaro@usvetsinc.org
Partner: Kanoa Pagaduan (WCCHC), kpagaduan@wcchc.com
Partner: Kahealani Poe (WCCHC), KaheaPoe@wcchc.com

Partner: Ana Piloton (ASI), apiloton@asi-hawaii.org

PIT Contact Information:
Carlos Peraro: Phone 429-6941 or by email: carlos@cperaroconsulting.com
Thayer Goya: Phone 768-7772 or by email: tgoya@honolulu.gov

Map Delineating Oahu Regions 1-7



Appendix 7: 2015 Contact and Confidentiality Form

Name:_____Phone #:_____

Position:_____Agency:_____

E-mail: _____

Emergency Name and Contact #: _____

_____

Preferred Geographic Region: _____

2015 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 2015 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 26th to January 30th 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 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 email or hand-in all completed forms to the lead coordinator or partner agency. The lead coordinator/partner agency will be responsible for collecting all consent forms and submitting them to Thayer Goya at the City.

Appendix 8: PIT Agency Instructions

AGENCY INSTRUCTIONS
UNSHELTERED HOMELESS SURVEYOR INSTRUCTIONS
JANUARY 26th to 30th, 2015 - HOMELESS POINT-IN-TIME COUNT

- Unsheltered canvassing begins Monday, January 26th and ends Friday, January 30th. The night of the count is Sunday, January 25th.

- 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 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. All forms should be coalesced and turned into Thayer Goya of the City. Thayer's contact information is below.

- Ensure that proper channels are established so that all surveys completed by volunteers and agency staff are routed to regional coordinators. Before entering survey data, regional coordinators should follow data quality protocols established prior to the count.

- Surveys must be cleaned before being entered into the HMIS. Volunteers can assist with the cleaning and data entry, however, it is imperative that skilled HMIS staff are involved and overseeing these processes. 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 PIT takes place.

- Ensure that staff and volunteers have been properly trained by someone that has attended the PIT training and has reviewed the surveyor instructions handout. Training materials and power points will be delivered several weeks prior to the count's execution.

- If you have any questions regarding the PIT please contact:
  Thayer Goya: Phone 768-7772, or email tgoya@honolulu.gov
  Carlos Peraro: Phone 429-6941, or email carlos@cperaroconsulting.com

Safety Tips for Surveyors

- Never survey alone – work in pairs and always stay within eyesight of others.
- Never survey in an isolated area unless the area and the clients are known to you.
- 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 amount of 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, call or have another person call 911.

Appendix 9: Additional 2015 PIT Count Instructions

The below provides clarification on several of the survey fields for the 2015 PIT Count. Surveyors and volunteers should review the below before the week of the unsheltered count.

Single Survey Key Points

- Pre-fill date – Agencies can prepopulate the forms prior to the PIT count week. This can save time and improve efficiency during the PIT week. This can be beneficial for clients that are known to reside in the same general location or frequent specific areas at specific times. If prefilling forms, clients must still be located and verified as unsheltered during the canvassing week.
- 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 or volunteers responsible for data entry should ensure that these fields have been filled in on the hardcopy forms prior to entry into the PIT HMIS module
- Date field – As a data quality check, all dates should be in the range 1/26/15 to 1/30/15
- Site of Interview (***Actual Location***) - If this is an office location please denote as such Example: U.S.VETS (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 1/25/15 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.** Each year there are hundreds of inaccurately entered surveys that are ultimately weeded out of the dataset. A quick review can save time administratively.
- **First/Last Name fields (1) – VERY IMPORTANT TO COMPLETE. These fields are incredibly important to link PIT to HMIS data.** The rate of missing information can be improved as skilled outreach personnel interact with clients that they serve regularly. This is also why 1) volunteers should be paired with skilled outreach staff, 2) outreach staff are asked as much as possible to use the whole PIT week, and 3) volunteers should let outreach personnel know if clients refuse to be surveyed so that they are not missed.
- When entering surveys into the PIT module of the HMIS after they have been cleaned, searching effectively per the guidance outlined on pp. 7-8 of Hawaii's DQP can increase the rate of clients with a Client ID existing in the HMIS. The ID acts as a bridge between datasets for more expansive analysis.
- 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 a collection of the information on the duplicate surveys.
- DOB field (2) – 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 (3) - 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%
- Race (5) - Filipino should be categorized with "Asian"- to correspond to the most recent HUD data standard classification

Household (HH) Survey Key Points

In addition to the above bullets, the following salient points will aid in the improvement of household data collection during the PIT Count week and improve the accuracy of the PIT reporting.

- Number of adults in HH (1) – This number should equal the number of hardcopy HoH and Other Adult surveys collected for the particular HH. Examples of HHs include families, couples, and groups of adults. Data quality checks should ensure that these equate prior to entry into the PIT HMIS module.
- 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 (1) – this number should be corroborated by actual children accounted for during the survey and the number entered should equal the number entered for questions 16, 17, and 18 on page 2 (back of HoH form).
- Children's demographic information (16-18) – new HUD data collection mandate, the total number of children when summed for each should equal the result in (1)

Analysis of Oahu and Rural Counties PIT 2014 Names Collection Rates

Table 1: Prevalence of Full Name Collection in the 2014 Oahu PIT Count

Area	Total Count	# Full Names Collected	# Missing Names	% With Full Name
1	560	507	53	91%
2	317	298	19	94%
3	102	89	13	87%
4	104	84	20	81%
5	153	128	25	84%
6	5	3	2	60%
7	286	283	3	99%
Total	**1,527**	**1,392**	**135**	**91%**

GOAL for Oahu PIT 2015: 95%

Table 2: Prevalence of Full Name Collection in the 2014 Rural PIT Count

Island	Total Count	# Full Names Collected	# Missing Names	% With Full Name
Maui	486	465	21	96%
Kauai	267	252	15	94%
Hawaii	521	506	15	97%
Total	**1,274**	**1,223**	**51**	**96%**

GOAL for Rural Counties PIT 2015: 98%

Table 3: Unduplicated HMIS Listing of Active Clients by Program as of 1/13/15

Agency/Program	Total Persons	Total Veterans	% Veterans
Family Life Center - FLC - Homeless Outreach Program	584	44	8%
HOPE Services Hawaii, Inc. - HOPE - Homeless Outreach Program	1,211	91	8%
Institute for Human Services - IHS - North Shore Homeless Outreach Program	122	9	7%
Institute for Human Services - IHS - Urban Honolulu Homeless Outreach Program	48	7	15%
Institute for Human Services - IHS - Waikiki Homeless Outreach Program	3	0	0%
Kalihi Palama Health Center - KPHC - CBCM SSO Program	2	0	0%
Kalihi Palama Health Center - KPHC - DHS Homeless Outreach Program	159	3	2%
Kalihi Palama Health Center - KPHC - PATH Homeless Outreach Program	169	5	3%
Kauai Economic Opportunity - KEO Homeless Outreach Program	199	16	8%
Kealahou West Oahu - KWO - Homeless Outreach/Drop-In Services	598	10	2%
KHAKO, Inc - KHAKO - Homeless Outreach Program	26	0	0%
Legal Aid Society of Hawaii - LASH - Oahu SSO Program	295	43	15%
Mental Health Kokua - MHK - Oahu Activity Center Homeless Outreach Program	102	6	6%
Project D.A.T.E. - DATE - Homeless Outreach/Drop-In Services	8	0	0%
Salvation Army - SARMY - Maui Homeless Outreach Program	325	31	10%
US VETS - USVETS - Islandwide Homeless Outreach Program	4	4	100%
Waianae Coast Comprehensive Health Center - WCCHC - Homeless Outreach Program	316	8	3%
Waikiki Health Center - WHC - Homeless Outreach Program	1,274	92	7%
Subtotal - Rural Counties	**2,345**	**182**	**8%**
TOTAL	**5,445**	**369**	**7%**

Appendix 10: Preparation for the 2015 PIT Count

PIC and BTG Preparation for the 2015 PIT Count

Background:

Analysis of the 2013 and 2014 PIT counts showed a significant amount of discrepancies between individuals active in the HMIS and the actual canvassing efforts. PIC and BTG is asking agencies, especially outreach agencies, to utilize the steps in this document to help prepare for the 2015 PIT count in order to produce a more accurate count.

A key strategy this year will be 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. In order for the PIT count to improve, outreach agencies must set higher standards for the whereabouts of the clients that they are serving as indicated by being active in their HMIS records. All PIC and BTG agencies will support the efforts of the outreach agencies during the canvassing period.

Key Preparation Steps:

1. Outreach agencies should first print out their active lists from the HMIS. The best reporting function to produce a list that gives the name, intake date, and last encounter date is the "Veterans Total Report" under REPORTS menu. Select the report and select "client names" in the checkbox. This report can list all names with the veterans being designated by an asterisk.

   Select the date range. It is recommended to use a one-day date range, e.g. 12/1/2014 thru 12/1/2014. Copy and paste the listing into an excel sheet and sort by last name ascending and, on separate tabs, sort by intake date, and by encounter date.

   A sample of the report is attached on the last page of this document

2. The report produced above should be used to begin "cleaning" your HMIS active listing. The months of Dec and Jan (leading up to the count) should be used to clean the active listings and exit cases that are not active with your outreach program or that have not had encounters within 3 months. It is asked that agencies print a final list on Monday, January 5, 2015, using the same report techniques.

3. It is recommended to edit or close out client records for the following reasons:
   a) ***No encounter in the past 90 days***. This list can be obtained by sorting on last encounter date as described above. Exit information should be as accurate as possible, but lack thereof should not preclude closeout. Please use the date of the last encounter as the exit date if exit information is unknown.
   b) ***Currently housed.*** Some agencies engage housed individuals. If clients are still receiving services and are permanently housed, these clients should be entered into a separate SSO HMIS program for your agency that is not assumed to be unsheltered (i.e. Homeless Outreach). The same closeout procedures apply if housed clients are no longer

receiving services. If you need help or guidance with any of the above, please contact Carlos Peraro: carlos@cperaroconsulting.com and he can assist you. ***Clients housed through the Hale O Malama initiative should not be active in Homeless Outreach programs.***

c) ***Duplication***. Please merge any unique clients (i.e. different Client IDs) that you know to be duplicates in your programs. If the system will not allow you to merge, please send to Carlos Peraro to merge the individual's intake records into one client record. Duplicates that the agency has created that are the known to be the same client (i.e. same Client ID) should be voided by agency admin staff. Reviewing Dup/Undup reports under the HMIS Reports menu will help to identify clients in these cases.

d) ***Reducing Aliases***. Efforts should be made to obtain consent from active clients with aliases, and if gained, the alias should be edited to the actual name, then the above procedures should be followed to avoid duplication.

ALL INDIVIDUALS ACTIVE IN HMIS HOMELESS OUTREACH PROGRAMSSHOULD BE CONFIRMED AS LITERALLY HOMELESS. CLIENTS WITH A HOUSING STATUS OF "STABLY HOUSED" SHOULD NOT BE ACTIVE IN HOMELESS OUTREACH PROGRAMS.

Next Steps – General Overview of the 2015 PIT effort.

1. The revised listing as of January 5, 2015 will be considered your agencies ACTIVE list of unsheltered homeless persons for the 2015 PIT count.

2. Canvassing efforts during January and leading up to the PIT Count will focus on finding ALL THE PEOPLE ON YOUR ACTIVE LIST and documenting their current homeless status and location of unsheltered encampment. This should aid in more effectively targeting unsheltered homeless during the 2015 PIT Count. 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 still be corroborated during Jan 26th thru the 30th, however, prefilling will save time which can ultimately improve the 2015 count.

3. Beginning in Dec 2014, agencies should work to update as much information for active clients as they are encountered in normal outreach duties to further clean and update the information in the HMIS. Please begin updating actual location information through encounters so that ALL ACTIVE CLIENTS CAN BE FOUND (or have a high probability of being found) during the PIT Count period. Additional strategies to accomplish this will be discussed in meetings. Information to clients regarding the upcoming PIT count should begin being disseminated as soon as possible.

Thank you for your participation in the upcoming Oahu and Rural Counties PIT Count.

Greg Payton, PIC Chair & Maude Cumming, BTG Chair