

Making PIT Counts Work for Your Community

Integrating the Registry Week Methodology into Your Point-in-Time Count

[100,000 Homes Campaign]

ABSTRACT

All communities are required by the federal government to conduct a biennial Point-in-Time count of all local residents experiencing homelessness. These counts provide important data at the federal level, but communities may wonder how to take advantage of them locally. This toolkit details how to integrate your Point-in-Time count with a 100,000 Homes Campaign Registry Week. Communities who have done so have gained access to important, person-specific data that has helped them prioritize their most vulnerable and chronically homeless neighbors for permanent housing and begin moving them off the streets more quickly and efficiently.

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INTRODUCTION

The purpose of this toolkit is to assist 100,000 Homes Campaign communities in successfully integrating the Registry Week methodology into their annual HUD Point in Time (PIT) counts. In 2011, Albuquerque, NM; Santa Barbara, CA; San Diego, CA; and Shreveport, LA became the first Campaign communities to do this. In 2012, Nassau County, FL; Raleigh-Durham-Chapel Hill, NC; Forsyth, NC; Allentown, PA; and Roanoke, VA followed suit, and Shreveport, LA “refreshed” the registry it developed during the previous year’s PIT count. Our hope is that in January 2013, all newly enrolled and current Campaign communities will integrate Registry Weeks into their annual PIT counts, and that by 2015, most US communities will take advantage of their PIT counts to update their local registries.

WHAT IS A “REGISTRY WEEK”?

One of the 100,000 Homes Campaign’s key objectives is to help all communities know everyone experiencing homelessness on their streets by name. To accomplish this goal, over 65 communities participating in the Campaign have completed Registry Weeks designed to enlist volunteers and key community leaders in the creation of a by-name list of all of their homeless neighbors, including photographs. Over three consecutive mornings, these trained volunteers canvass their communities, surveying and photographing each homeless person they encounter (with permission). These volunteers use a survey called the “Vulnerability Index” (VI) (see Appendix B for a copy of the Vulnerability Index survey).

The VI is a research based survey instrument that asks a variety of social, demographic, and health questions. Communities enter the resulting data into a customized database that local leaders can use to generate a list of every community member experiencing homelessness. Communities can then rank these individuals by their vulnerability to death on the street and their length of time homeless, prioritizing housing placements for the most vulnerable and chronically homeless individuals and families.

Our vision is to help each community integrate the Registry Week methodology into its annual Point in Time count and Homeless Management Information Systems (HMIS) on an on-going basis.¹ PIT counts require considerable effort on the part of local communities to obtain an accurate census of those experiencing homelessness. Why not get their names and pictures and gain a better understanding of their situation while you’re out there? Integrating the Registry Week into the annual PIT count is a great way to keep the momentum going for your local efforts to end homelessness. We hope this toolkit will make that easy and enjoyable for you to do.

¹ We are currently working with HMIS providers to give them the data points and scoring algorithm of the Vulnerability Index.

WHAT IS A HUD POINT IN TIME COUNT AND WHAT IS IT USED FOR?

The U.S. Department of Housing and Urban Development (HUD) requires every local Continuum of Care (CoC) to complete a Point in Time (PIT) Count on a biennial basis, while encouraging more frequent annual counts. The PIT helps HUD and local CoCs to understand the number and characteristics of homeless individuals sleeping in shelters or on the street or other places not meant for human habitation. This one-night, unduplicated count of sheltered and unsheltered homeless people within each CoC is reported using a standardized chart with various populations and subpopulations of homeless individuals and families. HUD requires that each CoC use reliable methods to conduct its count and reserves the right to ask communities to verify their data. For more information on PIT counts, please visit: <http://www.hudhre.info/2012PIT/>.

The 100,000 Homes Campaign uses PIT numbers to calculate baseline estimates of chronic and vulnerable homeless people in each participating community. These figures then determine local and national monthly housing placement targets. Targets for Campaign communities are calculated to reflect the number of vulnerable and chronically homeless people a community must place in permanent housing in order to end chronic and vulnerable homelessness by July 2015.

By integrating the Registry Week methodology into your Point in Time count, you can make your data more accurate and more useful at the local level. And, with more accurate PIT data from your community, the Campaign can provide you with an even more accurate baseline estimate of your chronic and vulnerable population and monthly housing placement targets to end chronic and vulnerable homelessness in your community.

WHAT ARE THE BENEFITS OF REGISTRY DATA?

The Vulnerability Index helps communities gather person-specific data. This data includes length of homelessness, medical conditions, veteran status, and a photograph of each individual. Data gathered through the VI will enable your community to prioritize people for housing placement and help you build support for your efforts by framing homelessness accurately as a life-or-death public health emergency. It will also help your community know all the people experiencing homelessness on your streets, including many people who have opted out or cannot meet the demands of your shelter system. Research from Philadelphia found that nearly 30% of people who died on the streets were unknown to the local shelter system, all the more reason to know everyone by name and find them even if they don't seek you out.²

² Cancellier, R., Mangan, M., Katarzyna, K., Metraux, S., Maguire, M., & Hoffman, R. (2009). *Homeless Death Review*. Philadelphia: City of Philadelphia.

HUD GUIDANCE ON THE PURPOSE OF PIT COUNTS

HUD encourages communities to adopt survey methodologies like Registry Weeks during their PIT counts. Such methodologies yield better data for HUD and for local communities. Using the Vulnerability Index during your PIT count will help you identify:

- Chronic homelessness
- Length and episodes of homelessness
- Medical conditions associated with high risk for mortality
- Hospital and institution service utilization
- Veteran status
- Interaction with criminal justice systems

By including the VI in your PIT count, you are accomplishing two things:

1. Meeting your federal PIT count requirement
2. Creating or updating a by-name registry of individuals and families experiencing homelessness in your community and getting an accurate picture of your unsheltered homeless population

SO WHAT'S DIFFERENT ABOUT INTEGRATING A REGISTRY WEEK?

If your community chooses to integrate a Registry Week into its PIT count:

- It will take a little more work up front but will help your community end homelessness much more quickly!
- You may need to recruit more volunteers
- Your volunteers will need to commit to three days of surveying and will need to bring their cameras.
- You will need to provide additional training for volunteers, including:
 - Training on both the Vulnerability Index and Point in Time count surveys
 - De-briefing after surveying to help volunteers upload and catalogue all photographs

May want to add something here about how you offer campaign communities technical assistance in doing a registry week.

IMPLEMENTATION

Ideally, you will begin planning to integrate Registry Week into your PIT count anywhere from four to six months in advance. Don't be discouraged if you have less time! Here are some key milestones (see Appendix C for the full Registry Week implementation checklist):

M-6	Win support of Continuum of Care PIT count coordinator
M-5	Determine how to integrate the VI into your PIT. There are two choices. You may combine the questions from the PIT and VI into a single survey or choose to keep them as separate documents. These options are explained in detail later.
M-4	Estimate the total number of volunteers you will need to recruit and come up with a plan to recruit them. Most communities organize teams of 3-4 persons each, with a team leader from the homeless services sector plus volunteers. You'll need a sufficient number of teams to cover the geographic locations for the PIT count.
M-4	Recalibrate counting areas based on assumptions of how many people will need to be surveyed in each area and how much time each area will require. (It generally takes about 10-15 minutes to conduct a survey using the Vulnerability Index.)
M-3	Begin to follow the standard Registry Week preparation timeline in the 100,000 Homes boot camp binder (attached)
M-2	Coordinate with Campaign staff or your HMIS provider for final modifications to your local Vulnerability Index in QuickBase or HMIS. The 100,000 Homes Campaign provides QuickBase, a secure, online database used to maintain and score VI data, free of charge to enrolled Campaign communities.
M-1	Secure gift cards as a survey incentive and any additional items to give to survey respondents during Registry Week. (Communities typically provide \$5 gift cards to McDonald's or a local food establishment-- some even provide hot coffee!)

WHAT RESOURCES WILL YOU NEED?

To successfully integrate your Registry Week and PIT count you will need:

- BOTH Your CoC PIT count survey instrument and the Vulnerability Index survey OR a combined version of the two
- PIT count forms, QuickBase access to score the Vulnerability Index (provided free to enrolled Campaign communities) or, if your HMIS provider includes the VI data points, access to their system
- Appropriate local release of information forms. Communities may seek to create a bundled authorization form for survey respondents to complete, allowing partnering agencies and organizations to share data to coordinate housing and services
- A Project Manager to work with the Continuum of Care PIT count coordinator and to recruit additional volunteers. Project managers are often staff from the lead or convening organization for the local Campaign initiative. This can also be a volunteer.
- PowerPoint template to present the results of Registry Week to your community stakeholders

HOW TO INTEGRATE A REGISTRY WEEK INTO THE PIT COUNT

Basically, you will do what you've always done for your PIT count, with some minor tweaks. Use whatever method you were already planning on using for your PIT count. All you will be doing is your normal count plus giving people being counted the option of completing the Vulnerability Index survey.

We recommend that you have two surveys, printed on different colors of paper. The first survey should be the Vulnerability Index or your combined survey tool, which includes the standard Vulnerability Index **AND** all the questions required by HUD or the CoC for a PIT count. The second survey should be the standard HUD or CoC required PIT survey, which will only be filled out by people who refuse to complete the Vulnerability Index.

It's important that you count every person you encounter, regardless of whether or not they agree to take the Vulnerability Index survey. Bottom line: everybody gets counted, everyone is offered the opportunity to complete the VI, and the people who are willing to complete the VI do so.

ADDITIONAL CONSIDERATIONS

The annual PIT count is intended to provide a snapshot of those experiencing homelessness on a single night during the last 10 days of January. The Registry Week can be conducted at any time of year and is intended to last at least three days. If you decide to incorporate the Vulnerability Index into your PIT count over several mornings, you must ask respondents where they slept on the ONE night in question. For example, in Albuquerque, the VI survey was conducted over several mornings, but each day volunteers asked where respondents slept the night of January 30. Essentially, you are conducting the PIT count on one day of your registry week.

Ideally, your registry area should overlay the jurisdiction of your CoC. If, however, you only have the capacity to use the VI survey in certain locations and plan to use the standard survey in others, as the Albuquerque team did, we highly recommend that you work closely with outreach teams, your local police department and others familiar with the community's unsheltered homeless population to identify your community's hot spots. These are areas where unsheltered homeless people are likely to sleep. Be sure to appropriately target the VI survey to those locations.

HOW THE CAMPAIGN CAN HELP: QUICKBASE AND REPORTS THAT MAKE IT EASY

You can create your combined VI/PIT survey tool and the database to hold the data using either QuickBase or your local HMIS system. If you are interested in using QuickBase or in giving your HMIS provider the data points and scoring algorithm for the VI/PIT, please contact Jessica Marcus at jmarcus@cmtysolutions.org ASAP and no later than **eight (8)** weeks before your PIT count date.

PARTNERS AVAILABLE TO HELP

- The United States Interagency Council on Homelessness (Find your Regional Coordinator's contact information at: http://www.usich.gov/about_us/contact_us)
- 100,000 Homes Campaign Field Organizers - Linda Kaufman (lkaufman@cmtysolutions.org) nationally and Leslie Wise (lwise@cmtysolutions.org) in Los Angeles and Southern California
- Mike Roanhouse at HUD Michael.Roanhouse@hud.gov or 202-708-1226 ext 4482 only if you need a waiver to complete the PIT count in a week *other than the last 10 days of January*. Otherwise you **DO NOT** require a waiver to integrate your Registry Week into the PIT Count.

APPENDIX A: Case Studies

SAN DIEGO CITY AND COUNTY, CALIFORNIA

San Diego City and County integrated the Vulnerability Index into their annual Point in Time Demographic Survey. They used this integrated survey for the Downtown San Diego Partnership Registry Week in September 2010, and for the 2011 and 2012 PIT counts for the County of San Diego.

Downtown San Diego joined the 100,000 Homes Campaign in 2010. Their collaborative efforts were spearheaded by the Downtown San Diego Partnership and Centre City Development Corporation, in partnership with the United Way of San Diego County, the County of San Diego, the U.S. Department of Veterans Affairs, and the San Diego Housing Commission.

In advance of their Registry Week in September 2010, a coalition of key stakeholders convened to integrate the Vulnerability Index into their existing Point in Time Demographic Survey. Leaders from the Regional Task on Homelessness (HMIS lead), the Continuum of Care leads, Point Loma University (IRB lead), the VA, St. Vincent de Paul Villages, and the Downtown Partnership Leadership Council came together to integrate the VI survey questions into their demographic survey in compliance with data collection guidelines supported by a locally assembled Research and Data Advisory Roundtable. A copy of San Diego's current demographic survey is attached (Attached).

While San Diego's demographic survey now integrates data that the community has agreed is critical in identifying high need populations for housing, one challenge has been that added questions have led to a longer survey overall. Most of those approached have still been willing to participate, and volunteers have reported being moved by the opportunity to hear more of their homeless neighbors' stories.

When, where and how has the integrated survey been used?

- 100,000 Homes Registry Week in 2010
 - The data collected has been used to prioritize chronic and vulnerable individuals identified on the streets of Downtown San Diego for permanent housing
- PIT Survey of Shelters in Downtown San Diego in 2011
 - The data collected has been used as comparison for the unsheltered population surveyed in 2010 but has not been used to prioritize people into housing. Going forward, the community would like to integrate the survey into HMIS. Barriers currently include cost and functionality.

The community is exploring areas of San Diego County that could be fully surveyed in 2013, with the data being used to prioritize vulnerable and chronically homeless people for permanent housing.

ALBUQUERQUE, NEW MEXICO

In January 2011, the New Mexico Coalition to End Homelessness (NMCEH) coordinated Albuquerque's annual Point-in-Time count with the input of several local agencies, successfully incorporating the Vulnerability Index (VI) into surveys conducted among unsheltered people and in emergency shelters.

In Albuquerque, there were clear benefits to incorporating the Vulnerability Index into the Point-in-Time count: in 2010, NMCEH helped to launch Albuquerque Heading Home (AHH), an initiative that seeks to identify and house the most vulnerable people in Albuquerque. AHH hoped to gather data through the VI that would help to identify the city's most vulnerable homeless residents, and the decision to combine the VI with the Point-in-Time allowed NMCEH and its partner agencies to do so while simultaneously fulfilling HUD's reporting requirements.

To do this, the Albuquerque team created two surveys -- one with only PIT questions and the other with both PIT and VI questions. Organizers determined when to use each survey based on location and context:

- NMCEH developed a one-page survey called the Housing Status Survey to satisfy Point-in-Time requirements. This was administered to people who accessed site-based services, and was also emailed to every Albuquerque emergency and transitional housing provider in Albuquerque.
- Albuquerque Heading Home, coordinated by the Metropolitan Homelessness Project, created a combined VI/PIT survey, which included all the questions from the VI as well as from the Housing Status Survey, so that any person who took the AHH survey had essentially taken the Housing Status Survey as well. Volunteers administered this expanded survey over several mornings to those sleeping on the street.

Albuquerque used QuickBase as its database for both surveys, ensuring that all information remained in a single place. To ensure that Point in Time data was only for people sleeping outside on one particular night, the survey asked where each respondent had slept the night of January 30, 2011 - even when the survey was administered on February 1 or 2.

SANTA BARBARA, CALIFORNIA

Following their attendance and participation at the Registry Week Boot Camp in Albuquerque in February 2011, local leaders from Common Ground Santa Barbara decided to integrate their Registry Week efforts with their annual Point in Time count. However, the time between the boot camp in Albuquerque and the last 10 days in January 2011 was too short to coordinate the integration efforts, so the community requested and was approved for a waiver from HUD to conduct their annual Point in Time count outside of the HUD-prescribed last 10 days of January. The final PIT count was performed in the last week of February 2011.

Leaders from Common Ground Santa Barbara worked closely with the Housing and Community Development Division of the County of Santa Barbara, the CoC lead agency that is also responsible for the annual PIT count. Support for administering the Vulnerability Index as part of the PIT count was strong from local practitioners from the county as well as elected officials. There was overwhelming agreement that better data from the PIT would be more meaningful and helpful in identifying the most vulnerable homeless residents for permanent housing and services. Still, the effort required several meetings between CGSB leaders and the CoC staff and leadership to approve the integration.

CGSB and the CoC recruited over 500 volunteers from across the county through an aggressive outreach and organizing campaign. Organizers held meetings to introduce community members to the 100,000 Homes Campaign, and local leaders attended meetings with local non-profits, the faith community and others to spread the word. Social media was also a critical tool in getting the word out and recruiting volunteers.

Organizers decided that volunteers would attempt to survey every homeless person identified during the count. They secured gift cards for groceries, local restaurants and phones to distribute as incentives for individuals to take the Vulnerability Index survey. Volunteers also passed out small care packages with granola bars and hygiene items for immediate needs.

During the combined registry and PIT count, over 1,700 individuals were counted and approximately 1,500 of those individuals participated in the Vulnerability Index survey. The final PIT count data was determined through a statistical extrapolation method as approved by HUD and as performed in previous years.

Santa Barbara will integrate the VI into their PIT count for 2013 and plans to recruit more volunteers in an effort to survey all of its unsheltered homeless individuals and households.

APPENDIX B: Vulnerability Index Survey

VULNERABILITY INDEX SURVEY AND CONSENT FORM

Consent for Interview

We are here today to talk to you about your housing and service needs. If you give us permission, we will ask you some questions today for about 10 minutes and take a picture of you so we can identify you at a later date. These questions are about your health and housing and we will also ask for your social security number. By participating in the interview you give permission to Community Solutions and (INSERT LEAD AGENCY HERE) to provide your information to authorized agencies for the purpose of furthering services and housing in this community. Some of the questions we ask might make you feel uncomfortable or be upsetting. If you feel uncomfortable or upset during the interview, you may ask the interviewer to take a break or to skip any of the questions. The information that you tell us during the interview will be stored in a secure database and also be shared with outreach workers and case managers who will follow up with you for services. All of your information will be kept secure and individuals who will see it have signed confidentiality waivers and will not share your information. You can skip any questions you do not want to answer, end the interview at any point, or choose to not have your picture taken. At any time you can request that your information be removed from the database. We will give you a \$5 food card at the end of the interview to thank you for your time. No one will be upset or angry if you decide not to be interviewed today.

SIGN BELOW IF AGREEING TO BE INTERVIEWED

Your signature (or mark) below indicates that you have read (or been read) the information provided above, have gotten answers to your questions, and have freely chosen to be interviewed. By agreeing to be interviewed, you are not giving up any of your legal rights.

Date

Signature (or Mark) of Participant

Printed Name of Participant

Please sign below if you also agree to have your picture taken

Signature (or Mark) of Participant

Identifier:

1. INTERVIEWER'S NAME		2. TEAM #	
		<input type="checkbox"/> STAFF <input type="checkbox"/> VOLUNTEER	
3. DATE	4. TIME	5. LOCATION	
6. In what language do you feel best able to express yourself?			
7. FIRSTNAME		8. LASTNAME	
9. NICKNAME		10. DOB	
11. Social Security Number		12. Has Consented to Participate: <input type="checkbox"/> YES <input type="checkbox"/> NO	

DO NOT COPY

OK, first I'm going to ask you a few questions about your housing history...

Identifier:

13. What is the total length of time you have lived on the streets or shelters?	# of years:
	# of months:
14. In the past three years, how many times have you been homeless and then housed again?	
15. Where do you sleep most frequently? (check one) <input type="checkbox"/> Shelters <input type="checkbox"/> Streets <input type="checkbox"/> Car/Van/RV <input type="checkbox"/> Subway/Bus <input type="checkbox"/> Beach/Riverbed <input type="checkbox"/> Other (specify) _____ <i>(This question cannot be changed. If you have an additional location please use OTHER. In the database you will have the opportunity to type in that location if OTHER is selected)</i>	
16. Where did you live prior to becoming homeless? (check one) <input type="checkbox"/> This city <input type="checkbox"/> This region <input type="checkbox"/> Other part of the State <input type="checkbox"/> Somewhere else (specify) _____ <i>(This question will be tailored specifically for your region. Use the link at the end of this survey to make the changes)</i>	

OK, now I'd like to ask you a few questions about your health...

17. Where do you usually go for healthcare or when you're not feeling well? <input type="checkbox"/> Hospital <input type="checkbox"/> Clinic <input type="checkbox"/> VA <input type="checkbox"/> Other (Specify) _____ <input type="checkbox"/> Does not go for care <i>(This question will be tailored specifically for your region. Use the link at the end of this survey to make the changes)</i>	
18. How many times have you been to the emergency room in the past three months? _____	
19. How many times have you been hospitalized as an inpatient in the past year? _____	
20. Do you have now, have you ever had, or has a healthcare provider ever told you that you have any of the following medical conditions?	
a. Kidney disease/ End Stage Renal Disease or Dialysis	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
b. History of frostbite, Hypothermia, or Immersion Foot.....	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
c. History of Heat Stroke/Heat Exhaustion.....	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
d. Liver disease, Cirrhosis, or End-Stage Liver Disease	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
e. Heart disease, Arrhythmia, or Irregular Heartbeat	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
f. HIV+/AIDS.....	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
g. Emphysema	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
h. Diabetes.....	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
i. Asthma.....	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
j. Cancer	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
k. Hepatitis C.....	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
l. Tuberculosis.....	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused
m. DO NOT ASK: Surveyor, do you observe signs or symptoms of serious physical health conditions?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No

Identifier:

n. Have you ever abused drug/alcohol, or been told you do?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
o. Have you consumed alcohol every day for the past month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
p. Have you ever used injection drugs or shots?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
q. Have you ever been treated for drug or alcohol abuse?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
r. DO NOT ASK: Surveyor, do you observe signs of symptoms of alcohol or drug abuse?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
s. Are you currently or have you ever received treatment for mental health issues? ..	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
t. Have you ever been taken to the hospital against your will for mental health reasons?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
u. DO NOT ASK: Surveyor, do you detect signs or symptoms of severe, persistent mental illness?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
v. Have you been the victim of a violent attack since you've become homeless?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
w. Do you have a permanent physical disability that limits your mobility? [i.e., wheelchair, amputation, unable to climb stairs]?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
x. Have you had a serious brain injury or head trauma that required hospitalization or surgery?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
21. What kind of health insurance do you have, if any? (check all that apply)			
<input type="checkbox"/> Medicaid <input type="checkbox"/> Medicare <input type="checkbox"/> VA <input type="checkbox"/> Private Insurance <input type="checkbox"/> None <input type="checkbox"/> Other (specify): _____			
(This question cannot be changed. If you have an additional location please use OTHER. In the database you will have the opportunity to type in that location if OTHER is selected)			

Alright, now I've just got a few more questions...

22. Have you ever served in the US Military?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused
23. If yes, which war/war era did you serve in?.....	<input type="checkbox"/> Korean War (June 1950-January 1955) <input type="checkbox"/> Vietnam Era (August 1964-April 1975) <input type="checkbox"/> Post Vietnam (May 1975-July 1991) <input type="checkbox"/> Persian Gulf Era (August 1991-Present) <input type="checkbox"/> Afghanistan (2001-Present) <input type="checkbox"/> Iraq (2003-Present) <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Refused		
24. If yes, what was the character of your discharge?.....	<input type="checkbox"/> Honorable	<input type="checkbox"/> Other than Honorable	
	<input type="checkbox"/> Bad Conduct	<input type="checkbox"/> Dishonorable	<input type="checkbox"/> Refused
25. Have you ever been in jail?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refused

Identifier:

26. Have you ever been in prison?..... Yes No Refused

27. Have you ever been in foster care?..... Yes No Refused

28. How do you make money? (choose as many as apply)

- | | | |
|--|--------------------------------------|--|
| <input type="checkbox"/> Work, on-the-books | <input type="checkbox"/> Food Stamps | <input type="checkbox"/> Pension/Retirement |
| <input type="checkbox"/> Work, off-the-books | <input type="checkbox"/> Sex Trade | <input type="checkbox"/> None of the Above/Other |
| <input type="checkbox"/> SSI | <input type="checkbox"/> Drug Trade | _____ |
| <input type="checkbox"/> SSDI/SSA | <input type="checkbox"/> Recycling | |
| <input type="checkbox"/> VA | <input type="checkbox"/> Panhandling | |
| <input type="checkbox"/> Public Assistance | <input type="checkbox"/> No Income | |

(This question cannot be changed. If you have an additional location please use OTHER. In the database you will have the opportunity to type in that location if OTHER is selected)

29. What is your gender?

- Male Female Transgender Other Decline to State

30. What is your ethnicity? (choose as many as apply)

- | | |
|--|---|
| <input type="checkbox"/> African American/ Black | <input type="checkbox"/> Mixed Race |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Decline to State |
| <input type="checkbox"/> Native Alaskan | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Latino/a | |
| <input type="checkbox"/> Native American | |
| <input type="checkbox"/> White | |

(This question cannot be changed. If you have an additional location please use OTHER. In the database you will have the opportunity to type in that location if OTHER is selected)

31. What is your citizenship status? Citizen Legal Resident Undocumented Refused

32. What is the highest grade in school you completed?

- K-8 Some high school High School Graduate GED Some College
- College Graduate Post Graduate Decline to State Other

OK, now I'm going to ask you some questions about your community

33. Is there a person/outreach worker that you trust more than others? Yes No Refused

34. If yes, do you know their name and/or what agency they work for?

OK, now I'd like to take your picture. May I do so?

APPENDIX C: Preparation Checklist and Resources

REGISTRY WEEK PREPARATION CHECKLIST

This checklist is meant to be a guide for planning for your participation in the 100,000 Homes Campaign and preparation for your Registry Week.

Contemplation Phase

- Attend 100,000 Homes Campaign orientation call – 4th Wednesday every month at 4 pm Eastern time. You can find call-in details at www.100khomes.org/events.
- Convene your most trusted colleagues to discuss and decide whether or not joining the 100,000 Homes Campaign and doing a Registry Week would be helpful in your community
- Enroll in 100,000 Homes Campaign at <http://100khomes.org/join-the-movement/enroll>

Enrollment and Early Planning Phase

- Begin to fill in your campaign leadership team worksheet.
- Begin search for an intern/volunteer/part-time project manager to support your campaign team.
- Decide how you want to clarify your demand for housing and supports.
- Sign up for the next Registry Week Boot Camp
- Begin discussions about any local modifications to the Vulnerability Index (get names of local hospitals and decide if you want to add up to 5 questions unique to your community)
- Order Housing Placement board game & convene local team to lay out your community's housing placement process
- Complete first draft of Abundance Index – which agencies have housing and support resources
- Create your own Facebook fan page and twitter account
- Outreach to hospital psych ED, medical ED, medical inpatient, psych inpatient, or Social Work Director to assess whether or not homeless frequent users are an issue for the hospital. If yes, invite them to join the campaign leadership team
- Put a date on the calendar for your Registry Week
- Work with your Field Organizer to set and understand your housing placement goal based on eventually housing 2.5% of your chronic/vulnerable population each month
- Attend the next Registry Week Boot Camp
- Continue to convene campaign leadership team regularly from here on out

8 weeks prior to Registry Week

- Convene campaign leadership team and create task forces to divide up the work. Phoenix and San Diego have great templates for task forces.
- Set up meetings with key elected officials to secure their support for the project. Show them the inspiring videos! (Boot Camp Toolkit)
- Ask hospitals to identify their frequent users by name to later be compared to street registry

- Assemble press contact list
- Decide whether or not to use KNO Clothing t-shirts as a fund-raiser for your local team (\$4 for every t-shirt + matching clothing donations to your community)
- Estimate how many people you'll survey

- Complete initial budget for Registry Week project
- Modify sponsorship sheet to use to solicit support going forward

6 weeks prior

- Design volunteer recruitment flyer
- Create wufoo to capture volunteer information
- Meet with community leaders to recruit volunteers
- Draft HIPAA release allowing VI results to be shared with participating organizations. Examples here: <http://100khomes.org/resources/downloadable-documents-and-tools>
- Decide geographical area for surveying during Registry Week
- Decide whether or not to survey in institutions (hospitals, jails, emergency shelter, detox beds)
- Sign Partner Confidentiality Agreement, Terms of Use, and send Sample survey to Jessica Marcus (jmarcus@cmtysolutions.org) to get your QuickBase set up and survey tailored
- Assign a person/agency to be the "keeper of the registry" for the community
- Housing placement task force compile a consolidated list of all documents required to complete a housing application (Housing Placement game can help with this)
- Advocate for housing providers and landlords with existing units to prioritize/accept into their units the most long-term and vulnerable as found by the Vulnerability Index

4 weeks prior

- Decide which geographical areas to survey and populate matrix with hot spots, number people to survey, number of teams needed
- Identify how many team leaders you can count on
- Divide geographical area into the number of team leaders you have – this is how many teams you'll have!
- Secure early commitments for mainstream housing resources (Section 8, S+C, VASH, HOPWA, 202)
- Secure early commitments from existing housing providers to accept people into vacancies as they become available
- Connect with Apartment Association or other real estate trade group to ask landlords if they'd be willing to donate or rent at a discount scatter-site apartments
- Identify potential sources of income for people (SOAR, teams that expedite benefits)

3 weeks prior

- Secure a facility for training and morning gathering
 - Secure a facility for data-entry (computer training lab is ideal)
 - Security a facility for community de-brief
 - Communicate with volunteers about training details
 - Recruit more volunteers or close out volunteer list
 - Order t-shirts for volunteers (if applicable)
 - Finalize organizations to be included in the authorization for release form
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- Coordinate with police: make sure they don't do any sweeps and arrange for police support to the effort if necessary
 - Order bulk \$5 food cards from McDonald's or Subway etc. website
 - Coordinate with elected officials for participation in Registry Week (speak at training? Volunteer to survey?)
 - Receive final vulnerability index survey version from Jessica Marcus

2 weeks prior

- Coordinate with Campaign Communications Director – Jake Maguire – and send out press notification
- Have outreach teams sometimes inform people on streets that survey will be happening soon and encourage them to participate
- Campaign leadership team meeting
- Tailor Volunteer commitment card
- Finalize date/time for community brief-back on Friday of Registry Week

1 week prior

- Send out second press notification
- Purchase supplies
- Kinko's Spree: Print all documents in Tab 5F of toolkit (instructions in tab)
- Assemble team leader boxes and folders
- Walk-through of training site and volunteer assembly site

ADDITIONAL RESOURCES

The following resources are available online by clicking on the links below. Please contact us if you have questions or need additional information. Thank you!

- [Recording of 12/11/2011 innovations call on integrating the Vulnerability Index into your Point in Time count, featuring guest presenters from Albuquerque, NM and Shreveport, LA.](#)
- [Shreveport's combined Point in Time / Vulnerability Index survey](#)
- [Albuquerque's combined Point in Time / Vulnerability Index survey](#)
- [Sample Registry Week Community Debriefing PowerPoint Presentation](#)
- [Sample bundled community Authorization for the Release of Information form](#)