

## 2019 VERMONT POINT-IN-TIME FAQ

### 1. If I am an HMIS (Homeless Management Information System) user, do I need to fill out the Google or Paper Form?

*No, HMIS users can enter their data right into the system. It is asked to make sure the data is entered by Friday, February 1, 2019. There will be two HMIS reporting trainings: January 16, 2019 10AM EST & January 25, 2019 10AM EST.*

### 2. Should I collect initials and date of birth for DV/SV/HIV?

*Vt Network organizations cannot collect identifying information because of the federal funding source and the laws around it (VAWA). Organizations not receiving these funds can choose to collect or not collect whatever information they want to. Those who indicate HIV as a disabling condition, should not have information collected that is identifying, an age range can be provided if available.*

*VT Network Organizations: <https://vtnetwork.org/member-program/>*

*Information about VAWA: <https://www.thehotline.org/resources/vawa/>*

*Hotlines and What to Expect when someone calls: <https://vtnetwork.org/what-to-expect/>*

### 3. What answers would a person give for them to self-identify as a Veteran?

*If a person answers "Yes" to EITHER #1 or #2 on the form, they SHOULD be entered as a Veteran on the PIT form if they answer "No" to BOTH #1 and #2, they SHOULD NOT be entered as a Veteran on the PIT form*

*Define U.S. Active Armed Forces: Any individual who served at least 1 day in the US Army, US Navy, US Air Force, US Marine Corps, US Coast Guard. Any individual who served in the National Guard or Military Reserves who was called to Active Duty by order of the President of the United States.*

*National Guard and Military Reservists who served on Active Duty for Training but were not called to service by Presidential Order DO NOT meet the definition of Veteran and SHOULD NOT be counted in the PIT form.*

### 4. If someone is staying in a GA motel should I complete the survey?

*Organizations that have their own pool of money for GA funds should be filling out the google or paper form, or entering into HMIS if they are able to. State funded GA funded motel stays will be tracked at ESD, ESD workers will be filling out the PIT paper form and returning them to Geoffrey Pippenger at Central Office.*

### 5. Is the Google Form Secure?

*Yes, the survey tool has a secure, 128 bit encrypted connection. 'Encryption makes it difficult for unauthorized people to view information traveling between computers.'*

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### **6. Can I fill out the Google Form outside of Internet connection and submit it when I go back into service?**

*Not that we know of, you do need to have secure internet service or mobile data in order to complete the form. If you plan to go to remote areas where service may be an issue, be prepared with a pen/pencil and paper forms. You are welcome to enter the data into Google forms when you return to service, but that is not necessary and you can submit your paper forms to your local PIT Coordinator.*

### **7. Should I wake someone up in order to count them?**

*For your safety, and for the safety of the person you are approaching it is not recommended.*

### **8. Is there an option to make observations?**

*On the google form, yes! After filling out information about the surveyor on the first page, it will ask you if the person consents to the survey:*

*Options: (1) Yes*

*(2) No –Refused*

*(3) No – Person is sleeping and we didn't or couldn't wake them*

*(4) No – Site is not safe/accessible.*

*The last 3 options will ask you if you are able to complete an observation tool for this person/family. If the person is refusing, ask if they will give consent for you to make the observation to give them choice. An answer of Yes, will then ask you questions about the person/persons.*

- On the paper form, there is no designated space, but you are welcome to indicate that you made an observation and any information you observe.*

### **9. Who should I be doing outreach to, and should I have them fill out the PIT form?**

*Anywhere that are known locations for the homeless to be present at or organizations who may come into contact with those experiencing homelessness. This could include grocery stores, gas stations, libraries, corner stores, hospitals, law enforcement, Fish & Wildlife agency in the area, public service organizations (Rotary, Knights of Columbus, VFW, Elk's, etc...). You are welcome to ask any of these organizations if they are willing to fill out the PIT form, but as they will most likely be working during the time of interactions it might be too big of an ask. Providing them with information (like the Publicity flyers) and referring people to contact 2-1-1 might give you the best engagement from the community.*

### **10. If someone calls 2-1-1 and says, "I'd like to be counted" they will know what that means?**

*Yes!*