

## Appendices to the Policy Report: Washtenaw County's Homeless Population: A Descriptive Analysis of the 2005 Point-in-Time Survey of Homeless Persons

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### Summary

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This Technical Report includes the appendices for the CLOSUP Policy Report “Washtenaw County's Homeless Population: A Descriptive Analysis of the 2005 Point-in-Time Survey of Homeless Persons.”

The 2005 Point-in-Time Count (PITC) was designed to collect information on all sheltered and unsheltered homeless persons residing within Washtenaw County at a single point in time. The PITC serves multiple purposes: it allows the county to produce reliable and unduplicated counts of homeless persons for its Continuum of Care application for federal homeless funding, and it helps the community assess discrepancies between the needs of homeless persons and the services provided by the local homeless assistance network. The survey also gathers other information on the number of homeless individuals, families, and children, including basic demographic information from each homeless respondent, individual pathways to homelessness, use of housing facilities, degrees of homelessness, and barriers to achieving stable housing. Through the PITC survey, Washtenaw County can monitor the characteristics of the local homeless population, and assess how these characteristics change over time.

In this Technical Report, Appendix A provides the basic frequencies (responses) for all questions in the PITC Survey; Appendix B provides the frequencies broken down by status of whether or not the respondent was in permanent supportive housing, as well as whether the respondent was an individual or an adult in a family of homeless persons; and Appendix C provides a summary of the survey methodology, planning, participation, and data collection.



**APPENDIX A: BASIC FREQUENCIES FOR ALL QUESTIONS IN THE 2005 POINT-IN-TIME SURVEY  
WASHTENAW COUNTY CONTINUUM OF CARE POINT-IN-TIME HOMELESS SURVEY  
ADMINISTERED JANUARY 25, 2005**

<i>Interview Method: (463 Total)</i>	Number	Percent
Administrative Records	223	48.2%
Face-to-Face	205	44.3
Administrative/Face-to-Face	4	0.9
Phone	31	6.7

<i>If your program provides housing (ES, TH, PSH) is the person currently on your waitlist for housing? (469 Total)</i>	Number	Percent
Yes	66	14.1%

<i>Interview Location (438 Total)</i>	Number	Percent
Emergency Shelter	138	31.5%
Transitional Housing	21	4.8
Permanent Supportive Housing	68	15.5
Non-housing Service Provider	106	24.2
Outdoors/Street	16	3.7
Motel	1	0.2
Other	88	20.1

<i>1a. Average Age (467 Total)</i>	40.1 years
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<i>1b. (Asked of people 17 or under) Parent or guardian present? (1 response)</i>	
No (Unaccompanied Youth):	1 respondent

<i>Gender (469 Total)</i>	Number	Percent
Male	268	57.1%
Female	200	42.6
Transgendered (Male to Female)	1	0.2
Transgendered (Female to Male)	0	0.0



**APPENDIX A: BASIC FREQUENCIES FOR ALL QUESTIONS IN THE 2005 POINT-IN-TIME SURVEY**

<i>Race (467 Total)</i>	Number	Percent
American Indian/Alaskan Native	4	0.9%
Asian	3	0.6
Black/African American	202	43.3
Native Hawaiian/Other Pacific Islander	0	0.0
White	236	50.5
American Indian/Alaskan Native & White	3	0.6
Asian & White	1	0.2
Black/African American & White	5	1.1
American Indian/Alaskan Native & Black	5	1.1
Other Multi-Racial	6	1.3
Unknown/Refused	2	0.4

<i>Ethnicity – Hispanic or Latino/a origin? (469 Total)</i>	Number	Percent
Yes	10	2.1%
No	439	93.6
Unknown	20	4.3

<i>Veteran (469 Total)</i>	Number	Percent
Yes	45	9.6%
No	422	90.0
Unknown	2	0.4

<i>2. Currently, how long have you been homeless (412 Total)</i>	Number	Percent
7 days or less	38	9.2%
8 to 30 days	44	10.7
1 to 3 months	71	17.2
3 to 6 months	64	15.5
6 months to 1 year	62	15.1
More than 1 year, up to 2 years	67	16.3
More than 2 years, up to 5 years	45	10.9
More than 5 years, up to 10 years	8	1.9
10 or more years	13	3.2



**APPENDIX A: BASIC FREQUENCIES FOR ALL QUESTIONS IN THE 2005 POINT-IN-TIME SURVEY**

<i>3. How long have you been homeless in Washtenaw County? (413 Total)</i>	Number	Percent
7 days or less	32	7.8%
8 to 30 days	48	11.6
1 to 3 months	81	19.6
3 to 6 months	71	17.2
6 months to 1 year	58	14.0
More than 1 year, up to 2 years	63	15.3
More than 2 years, up to 5 years	44	10.7
More than 5 years, up to 10 years	6	1.5
10 or more years	10	2.4

<i>4. Where are you staying tonight? (469 Total)</i>	Number	Percent
Emergency Shelter/Rotating Shelter	118	25.2%
Transitional Housing for homeless persons	41	8.7
PSH for formerly homeless persons	95	20.3
Psychiatric hospital or facility	3	0.6
Substance Abuse treatment center/Detox Center	20	4.3
Hospital	4	0.9
Jail, prison or juvenile detention center	3	0.6
Living w/family members/relatives	35	7.5
Living w/friends	44	9.4
Outside/on the street	24	5.1
Living in a car	2	0.4
Living in an abandoned building	1	0.2
In a motel	9	1.9
Warming Center	31	6.6
YMCA (non-transitional housing bed)	26	5.5
Other	11	2.4



**APPENDIX A: BASIC FREQUENCIES FOR ALL QUESTIONS IN THE 2005 POINT-IN-TIME SURVEY**

<i>5. What is the primary reason for your current experience of homelessness? (416 respondents gave one or more reasons. Each percentage calculated for 469 total respondents)</i>	<i>Number</i>	<i>Percent</i>
Aged out of foster care	6	1.3%
Argument w/family or friends	61	13.0
Alcohol/other drug use	157	33.5
Divorce/separation	18	3.8
Discharged from hospital	13	2.8
Discharged from prison or jail	27	5.8
Domestic violence	33	7.0
Eviction	69	14.7
Family violence	24	5.1
Lost benefits from SSI, SSDI, VA	10	2.1
Lost public assistance/benefits from FIA/food stamps	10	2.1
Medical condition	57	12.2
Mental health condition	140	29.9
Mortgage foreclosure	0	0.0
No affordable housing	94	20.0
Physical disabilities	26	5.5
Substandard housing	9	1.9
Unemployment/loss of housing	139	29.6

<i>6a. Do you have children under 18 with you tonight for whom you are responsible? (469 Total)</i>	<i>Number</i>	<i>Percent</i>
Yes	69	14.7%
No	383	81.7
Unknown	17	3.6

<i>6b. If yes, how old are the children? (Respondents may have children in 1+ categories)</i>	<i>Number</i>	<i>Total Number</i>
0-2 years	20 respondents have children 0-2 years	25 children total
3-5 years	19 respondents have children 3-5 years	23 children total
6-11 years	26 respondents have children 6-11 years	29 children total
12-14 years	15 respondents have children 12-14 years	17 children total
15-17 years	20 respondents have children 15-17 years	23 children total



**APPENDIX A: BASIC FREQUENCIES FOR ALL QUESTIONS IN THE 2005 POINT-IN-TIME SURVEY**

<i>7a. Do you have any children under 18 for whom you are responsible who are not with you tonight? (469 Total)</i>	Number	Percent
Yes	54	11.5%
No	396	84.4
Unknown	19	4.1

<i>7b. If yes, how old are the children? (Respondents may have children in 1+ categories)</i>	Number	Total Number
0-2 years	12 respondents have children 0-2 years	12 children total
3-5 years	15 respondents have children 3-5 years	18 children total
6-11 years	21 respondents have children 6-11 years	24 children total
12-14 years	17 respondents have children 12-14 years	19 children total
15-17 years	15 respondents have children 15-17 years	16 children total

<i>8a. Are you part of a two adult family unit that includes children and is together tonight? (468 Total)</i>	Number	Percent
Yes	16	3.4%
No	434	92.7
Unknown	18	3.9

<i>9a. Have you been homeless at some other point in the past 12 months?</i>	Number	Percent
Yes	185	39.7%
No	265	56.9
Unknown	16	3.4



**APPENDIX A: BASIC FREQUENCIES FOR ALL QUESTIONS IN THE 2005 POINT-IN-TIME SURVEY**

<i>9b. If you've been homeless at other times during the past year, where did you typically sleep/stay? (185 total)</i>	Number	Percent
Emergency Shelter/Rotating Shelter	60	32.4%
Transitional Housing for homeless persons	17	9.2
PSH for formerly homeless persons	4	2.2
Psychiatric hospital or facility	9	4.9
Substance Abuse treatment center/Detox Center	17	9.2
Hospital	11	6.0
Jail, prison or juvenile detention center	18	9.7
Living w/family members/relatives	47	25.4
Living w/friends	64	34.6
Outside/on the street	49	26.5
Living in a car	21	11.4
Living in an abandoned building	7	3.8
In a motel	26	14.1
Warming Center	22	11.9
YMCA (non-transitional housing bed)	17	9.2
Other	8	4.3

<i>10. How many times have you been homeless in the last three years? (424 total)</i>	Number	Percent
Once	219	51.7%
Twice	91	21.5
Three times	52	12.3
Four or more times	62	14.6



**APPENDIX A: BASIC FREQUENCIES FOR ALL QUESTIONS IN THE 2005 POINT-IN-TIME SURVEY**

<i>11. If you were homeless at anytime in the past, not including this time, what was the primary reason? (287 respondents offered a reason for past homelessness. Percentages are calculated first for all 469 respondents, 2nd for only those 287 respondents who offered 1 or more reasons for past homelessness)</i>	Number	Percent of All Respondents	Percent of Respondents with 1+ reasons
Aged out of foster care	8	1.7% (of 469)	2.8% (of 287)
Argument w/family or friends	51	10.9	17.8
Alcohol/other drug use	129	27.5	45.0
Divorce/separation	9	1.9	3.1
Discharged from hospital	16	3.4	5.6
Discharged from prison or jail	17	3.6	5.9
Domestic violence	21	4.5	7.3
Eviction	37	7.9	12.5
Family violence	16	3.4	5.6
Lost benefits from SSI, SSDI, VA	11	2.4	3.8
Lost public assistance/benefits from FIA/food stamps	12	2.6	4.2
Medical condition	36	7.7	12.5
Mental health condition	107	22.8	37.3
Mortgage foreclosure	0	0.0	0.0
No affordable housing	69	14.7	24.0
Physical disabilities	18	3.8	6.3
Substandard housing	6	1.3	2.1
Unemployment/loss of housing	92	19.6	32.1

<i>12. I will read a list of common characteristics experienced by those without a home. Please tell me if any apply to you. (469 total)</i>	Number	Percent
Chronic medical condition	80	17.1%
Developmental disability	23	4.9
HIV/AIDS and related diseases	11	2.4
Learning disability	30	6.4
Physical disability	70	14.9
Mental health condition and/or emotional instability	171	36.5
Severe and persistent mental illness	120	25.6
Other disability	41	8.7



**APPENDIX A: BASIC FREQUENCIES FOR ALL QUESTIONS IN THE 2005 POINT-IN-TIME SURVEY**

<i>13a. Are you a survivor of domestic violence?</i>	Number	Percent
Yes	108	23.0%
No	361	77.0%

<i>13b. If yes, how long ago did you experience domestic violence? (103 total)</i>	Number	Percent
Within the past 3 months	17	16.5%
3 to 6 months ago	8	7.8
6 to 12 months ago	13	12.6
More than a year ago	55	53.4
Don't know	6	5.8
Refused	1	1.0
Unanswered	2	2.0

<i>14. Do you think that you have a problem with alcohol or other drugs or has anyone ever told you that you have a problem with alcohol or other drugs? (463 total)</i>	Number	Percent
Yes	237	51.2%
No	226	48.8

<i>15a. Which of the following best describes your current employment situation?</i>	Number	Percent
Day labor 2+ days per week	3	0.6%
Looking for work	142	30.3
Temporary/Seasonal full-time	6	1.3
Temporary/Seasonal part-time	12	2.6
Regular full-time	44	9.4
Regular part-time	46	9.8
Supportive employment	15	3.2
Unable to work	175	37.4
Other	25	5.3



**APPENDIX A: BASIC FREQUENCIES FOR ALL QUESTIONS IN THE 2005 POINT-IN-TIME SURVEY**

<i>15b. If unable to work: What is the primary reason you are unable to work? (175 total)</i>	Number	Percent
Alcohol or other drug use	23	13.1%
Chronic medical condition	28	16.0
Criminal history	5	2.9
Developmental disability	6	3.4
Domestic violence	0	0.0
No work permit	0	0.0
Lack of child/dependent care	3	1.7
Lack of transportation	6	3.4
Language barriers	0	0.0
Learning disability	9	5.1
Need for job training/skills	11	6.3
Physical disability	33	18.9
Severe and persistent mental illness	71	40.6
Other	12	6.9

Data for questions 16a and 16b (income variables) not available here.

<i>17. What was the last grade you finished in school?</i>	Number	Percent
0-8th grade	18	4.2%
9th-12th grade/did not graduate	121	28.2
GED	55	12.8
High school diploma	92	21.5
Some college/did not graduate	83	19.4
Technical/vocational school	3	0.7
2 year college/associates degree	22	5.1
Undergraduate degree	25	5.8
Post-graduate degree	5	1.2
Other	2	0.5



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<i>18. This person meets the definition of homelessness according to the following criteria:</i>	Number	Percent
Are sleeping in places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings	26	5.5%
Are sleeping in an emergency shelter as a primary nighttime residence	138	29.4
Are living in transitional or supportive housing for homeless persons but originally came from the streets or emergency shelters	139	29.6
Are sleeping in a motel (not the YMCA) temporarily and no subsequent residences have been identified and they lack resources and supportive networks needed to obtain access to housing	9	1.9
Are sleeping at the YMCA in a non-transitional housing bed and no subsequent residences have been identified and they lack resources and supportive networks needed to obtain housing	26	5.5
Ordinarily sleep in transitional or supportive housing for homeless persons but are spending a short time (30 consecutive days or less) in a hospital or other institution	1	0.2
Are being discharged within a week from institutions in which they have been residents for more than 30 consecutive days and no subsequent residences have been identified and they lack resources and supportive networks needed to obtain access to housing	20	4.3
Are being discharged within a week from institutions but have not been residents for more than 30 consecutive days and no subsequent residences have been identified and they lack resources and supportive networks needed to obtain access to housing	10	2.1
Are fleeing from domestic violence and no subsequent residences have been identified and they lack resources and supportive networks needed to obtain access to housing	11	2.4
Are being evicted or put out within a week from private dwelling units and no subsequent residences have been identified and they lack resources and supportive networks needed to obtain access to housing	14	3.0
Are “doubled up” or “couch surfing”	75	16.0



**APPENDIX B: FREQUENCIES INCLUDING/EXCLUDING PSH, BY INDIVIDUAL AND FAMILY STATUS**

	<i>Excluding Respondents in PSH (N=374)</i>			<i>Including Respondents in PSH (N=469)</i>		
	All	Individuals	Families	All	Individuals	Families
	374	308	60	469	383	69
Average age	38.7	39.6	33.3	40.1	41	33.7
Gender						
Male	57.2%	65.9%	10.0%	57.1%	64.5%	10.1%
Female	42.8	34.1	90.0	42.6	35.3	89.9
Transgendered (male to female)	0.0	0.0	0.0	0.2	0.3	0.0
Transgendered (female to male)	0.0	0.0	0.0	0.0	0.0	0.0
Race						
Black/African American	44.8	41.9	61.0	43.3	40.8	57.4
White	49.6	52.3	35.6	50.5	53.9	36.8
American Indian/Alaskan Native	0.8	1.0	0.0	0.9	1.1	0.0
Asian	0.5	0.7	0.0	0.6	0.5	0.0
Native Hawaiian/Pacific Islander	0.0	0.0	0.0	0.0	0.0	0.0
Multi-racial	3.8	3.9	1.7	4.3	3.4	4.4
Unknown	0.5	0.3	1.7	0.4	0.3	1.5
Ethnicity						
Hispanic or Latino/a origin	2.4	2.0	5.0	2.1	1.8	4.4
Family Status						
Respondent has child present for whom he/she is responsible	16.3	NA	NA	15.3	NA	NA
Respondent has child for whom he/she is responsible, but child is not present	13.4	12.1	20.3	12.0	11.1	17.9



**APPENDIX B: FREQUENCIES INCLUDING/EXCLUDING PSH, BY INDIVIDUAL AND FAMILY STATUS**

	<i>Excluding Respondents in PSH (N=374)</i>			<i>Including Respondents in PSH (N=469)</i>		
	All	Individuals	Families	All	Individuals	Families
	374	308	60	469	383	69
Where are you staying tonight?(Question 4)						
Emergency Shelter	31.6%	32.5%	30.0%	25.2%	26.1%	26.1%
Transitional Housing	11.0	5.8	33.3	8.7	4.7	29.0
PSH for formerly homeless people	NA	NA	NA	20.3	19.6	13.0
Psychiatric hospital or facility	0.8	1.0	0.0	0.6	0.8	0.0
Substance abuse treatment/detox	5.4	6.2	1.7	4.3	5.0	1.5
Hospital	1.1	1.3	0.0	0.9	1.0	0.0
Jail, prison, juvenile detention center	0.8	1.0	0.0	0.6	0.8	0.0
With family/relatives	9.4	8.4	15.0	7.5	6.8	13.0
With friends	11.8	12.7	8.3	9.4	10.2	7.3
Outside/on the street	6.4	7.5	1.7	5.1	6.0	1.5
In a car	0.5	0.7	0.0	0.4	0.5	0.0
In an abandoned building	0.3	0.3	0.0	0.2	0.3	0.0
In a motel	2.4	2.3	3.3	1.9	1.8	2.9
Warming center	8.3	8.8	1.7	6.6	7.1	1.5
YMCA (non-transitional housing bed)	7.0	8.4	0.0	5.5	6.8	0.0
Other	2.9	2.9	3.3	2.4	2.4	2.9
Currently, how long have you been homeless? (Question 2)						
7 days or less	6.0%	5.9%	6.9%	9.2%	9.4%	8.5%
8 to 30 days	11.8	13.2	3.5	10.7	11.7	3.4
1 to 3 months	18.9	20.1	12.1	17.2	18.0	11.9
3 to 6 months	17.0	18.1	12.1	15.5	16.3	11.9
6 months to 1 year	15.6	14.5	20.7	15.1	14.0	20.3
1 to 2 years	15.9	13.5	29.3	16.3	14.3	28.8
2 to 5 years	11.2	10.5	15.5	10.9	10.3	15.3
5 to 10 years	1.6	2.0	0.0	1.9	2.3	0.0
More than 10 years	1.9	2.3	0.0	3.2	3.7	0.0
How long have you been homeless in Washtenaw County? (Question 3)						
7 days or less	7.7%	7.9%	6.7%	7.8%	8.0%	6.6%
8 to 30 days	12.3	13.5	5.0	11.6	12.6	4.9
1 to 3 months	21.0	23.1	10.0	19.6	21.2	9.8
3 to 6 months	16.9	16.5	18.3	17.2	16.6	19.7
6 months to 1 year	14.2	13.2	20.0	14.0	13.2	19.7
1 to 2 years	15.3	13.2	26.7	15.3	13.5	26.2
2 to 5 years	10.7	10.2	13.3	10.7	10.3	13.1
5 to 10 years	1.1	1.3	0.0	1.5	1.7	0.0
More than 10 years	0.8	1.0	0.0	2.4	2.9	0.0



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	<i>Excluding Respondents in PSH (N=374)</i>			<i>Including Respondents in PSH (N=469)</i>		
	All	Individuals	Families	All	Individuals	Families
	374	308	60	469	383	69
Self-reported reasons for current homeless experience (Question 5)*						
Aged out of foster care	1.1%	1.0%	1.7%	1.3%	1.3%	1.5%
Argument w/family or friends	16.3	16.9	15.0	13.0	13.6	13.0
Alcohol or other drug use	36.6	41.6	15.0	33.5	38.4	14.5
Divorce or separation	4.6	4.2	6.7	3.8	3.7	5.8
Discharged from hospital	3.2	3.9	0.0	2.8	3.4	0.0
Discharged from prison or jail	7.0	7.5	5.0	5.8	6.3	4.4
Domestic violence	8.6	5.8	23.3	7.0	5.0	20.3
Eviction	17.1	15.9	25.0	14.7	14.1	21.7
Family violence	6.4	4.9	15.0	5.1	3.9	13.0
Lost benefits from SSI, SSDI, VA	2.4	2.3	3.3	2.1	2.1	2.9
Lost public assistance or benefits from FIA/food stamps	2.4	2.6	1.7	2.1	2.4	1.5
Medical condition	12.0	14.0	3.3	12.2	14.4	2.9
Mental health condition	32.1	38.3	3.3	29.9	35.8	4.4
Mortgage foreclosure	0.0	0.0	0.0	0.0	0.0	0.0
No affordable housing	21.9	21.4	23.3	20.0	20.4	20.3
Physical disabilities	5.1	5.2	5.0	5.5	6.0	4.4
Substandard housing	2.1	2.6	0.0	1.9	2.4	0.0
Unemployment/loss of housing	34.5	36.0	28.3	29.6	31.6	24.6
Other	12.6	12.3	13.3	10.5	10.4	11.6

\* Percentages do not sum to 100 because respondents may be in one or more categories, and as a result each percentage is calculated of all 469 respondents.



**APPENDIX B: FREQUENCIES INCLUDING/EXCLUDING PSH, BY INDIVIDUAL AND FAMILY STATUS**

	<i>Excluding Respondents in PSH (N=374)</i>			<i>Including Respondents in PSH (N=469)</i>		
	All	Individuals	Families	All	Individuals	Families
	374	308	60	469	383	69
<i>Characteristics commonly experienced by homeless individuals and families</i>						
Chronic homelessness	26.2%	11.6%	NA	25.2%	30.8%	NA
Chronic medical condition	17.1	18.8	10.0	17.1	18.5	8.7
Developmental disability	5.6	6.2	3.3	4.9	5.5	2.9
HIV/AIDS, related diseases	0.8	0.7	1.7	2.4	2.6	1.5
Learning disability	6.2	7.1	1.7	6.4	7.1	1.5
Physical disability	14.2	14.3	11.7	14.9	14.6	10.1
Mental health condition and/or emotional stability	37.2	39.0	25.0	36.5	38.1	27.5
Severe and persistent mental illness	23.0	27.0	3.3	25.6	29.2	10.1
Other disability	10.7	11.4	6.7	8.7	9.1	5.8
Domestic violence survivor	24.9	20.5	46.7	23.0	18.5	47.8
Substance abuse problem	50.1	56.7	19.0	51.2	56.1	23.9
Dual diagnosis	29.0	33.7	6.7	30.7	34.9	11.6
Veteran	10.0	10.5	3.3	9.0	8.9	2.9

For additional information regarding the planning and implementation of the 2005 PITC Count, please contact Stacy Ebron, HMIS Coordinator for Washtenaw County, at (734) 622-9014 or ebrons@ewashtenaw.org.



## APPENDIX C: METHODOLOGY, PLANNING, PARTICIPATION, AND DATA COLLECTION

### Rationale and Methodology

The Department of Housing and Urban Development requires that Continuum of Care (CoC) groups conduct a bi-annual census of persons who are homeless within the CoC area on a single day. This census satisfies several objectives: to assess service needs and gaps for homeless individuals and families, especially those who may not have been served by the primary homeless assistance network; to capture aggregate data for analysis on characteristics of persons who were homeless and may not have been represented in the CoC's Homeless Management Information System; to allow providers to assess gaps in housing types in the community; to support the HUD mandate; and to participate in the Michigan statewide point-in-time count initiated by the Michigan State Housing Development Authority. The census consists of two survey instruments administered to persons who are homeless.

### Planning and Participation

In October 2004, the CoC Board formed an ad-hoc Point-In-Time Count committee to plan for the January 25, 2005 Point-In-Time Count (PITC). The Committee included representatives from emergency shelters, transitional housing, permanent supportive housing, outreach and supportive service providers for housing search assistance. Committee members were assigned to solicit participation from mainstream service providers (veterans programs, government agencies, senior services, etc.) to make the count more inclusive and representative of populations who may not have been in contact with the housing service providers who regularly participate in the Continuum of Care. In addition, coordinators of the two outreach teams in the county met to develop an outreach plan for the PITC to ensure that all areas were covered and double counting was avoided.

The Committee met bi-weekly in the fall to revise the point-in-time survey instrument with leadership from the Washtenaw County HMIS Coordinator and graduate students from the University of Michigan's Gerald R. Ford School of Public Policy. The Continuum of Care board reviewed the new draft developed by the PITC committee. Case managers at shelters tested the survey with clients three weeks before the count and provided feedback to the PITC committee. Final revisions were made to the survey based on their feedback.

Two weeks before the point-in-time count, survey forms and written instructions were distributed at a training session for personnel responsible for training agency staff who would administer the survey. The surveys and instructions were also provided via email to the Continuum of Care members and other interested persons.

### Instruments and Data Collection

The instruments for the PITC included a survey form and a count/tally form (referred to as a homeless count form) used to document individuals who were homeless but refused to be surveyed. Similar instruments were used for the 2004 Point-In-Time Count, though several changes and additions were made to the 2005 survey form. For example, the unique identifier in 2004 used the last two letters of the respondent's last name instead of the first two letters of the last name. In addition, the response categories for disability information were more specific in 2005 and more consistent with HUD's suggested response categories. The 2005 survey also asked for more information on children, such as age ranges. In addition to asking about the respondent's present homeless situation, the 2005 survey also included questions about previous homeless episodes in the past year and asked for length of time the respondent had been homeless in Washtenaw County.

### Survey Administration

Case managers and agency staff administered the survey. Volunteers were not used for survey administration because the PITC committee decided that agency staff would have the best rapport with clients, thereby allowing for more accurate data collection. Case managers and agency staff completed the survey forms for the respondents. In general, most housing provider agencies that participated in data collection asked the clients for interviews before resorting to use of administrative records to obtain the most up-to-date data for the count. The primary exceptions were permanent supportive housing providers and mental health supportive service providers. Permanent supportive housing providers mainly relied on administrative records to collect data on their clients' prior homeless situation, which may have been resolved several years before the count, because they felt this method best respected their role as property manager/landlord. Mental health providers could not survey all of their homeless clients in person on the day of the count so they verified that the clients were still homeless and filled out the survey forms for those that were not in the office on the day of the count using a combination of administrative records and phone interviews with the client for data that they did not have on file.

### Data Collection & Analysis

Three days after the PITC, representatives from each participating agency met to turn in their PITC surveys. Agencies also submitted forms tallying the number of people counted in each housing location on the night of the count as well as the housing location they believed was the best fit for the person's needs (also known as a gaps analysis chart). As in 2004, the 2005 PITC and gaps analysis completed by participating agencies indicated no gap in beds for families for the following housing types: permanent supportive housing, emergency shelter and transitional housing. Homeless assistance providers agree that this should not be interpreted as zero need for additional shelter beds for families. Providers of family shelter report waiting lists for the majority of the year and most had a waiting list on the day of the



## APPENDIX C: METHODOLOGY, PLANNING, PARTICIPATION, AND DATA COLLECTION

count. The County did not have enough data on these waitlisted families to be able to include them (without duplication) in the final estimates of current and estimated need. Providers continue to report the difficulty of locating homeless families for a point-in-time count since families are more likely to be “precariously housed,” rather than on the streets. These problems demonstrate that the PITC is an estimation of population and need on a single night and is not necessarily a true indication of homelessness year-round. Since HUD has discontinued the use of the gaps analysis as the standard for determining the unmet need for housing, the CoC is planning to adopt other means to determine a better method to estimate unmet need. The University of Michigan’s Ford School of Public Policy is working with the CoC to design a research study that will provide an alternate method for estimating the unmet need for each housing type in Washtenaw County for families and individuals, including those who are chronically homeless.

During the month of February, the survey data were coded and compiled in a database to allow for removing duplicates, cleaning, and analyzing the data. If information on the survey form was confusing or conflicting, the agency staff person who completed the form was contacted. Once the records were entered, the data was analyzed to eliminate duplicate entries for the same respondent. The elements listed in the unique identifier section of the survey were used for the first step in removing duplicates (including the first two letters of the client’s first and last name, gender, race, and ethnicity). For the second step in removing duplicates, if a respondent indicated that he/she was part of a two parent family and provided identifiers for his/her spouse, these identifiers were compared with the identifiers of other respondents to determine if the spouse had also been interviewed separately. If a match was found and both partners had completed surveys, the data were updated to indicate that the two records were linked so that the family members, including children, were not double counted.

The homeless count forms (for persons who refused a full survey) were compiled in a spreadsheet. Counts from both sets of data were summarized and presented to the Continuum of Care Board and were used for applications for state and federal funding. Data sets were provided to the University of Michigan for analysis and reporting.

### Participation and Subject Population

The respondents in this survey were primarily persons being served by providers in the homeless assistance network. The agencies who participated in the PITC are members of the Continuum of Care Board. The majority of the agencies who participated in the PITC receive funding from the Department of Housing and Urban Development to provide services including housing and other supports to individuals and families who are homeless. There are other providers in the community that provide supportive services to persons who are homeless that did not participate in the PITC. Due in part to capacity issues, several organizations that provide support and/or temporary housing to persons who are homeless or who may be homeless upon release from institutions, did not participate in the PITC. These institutions include jails, hospitals, and government agencies. In addition, two nonprofits that participated in the 2004 PITC did not participate in the 2005 count. Earlier coordination and additional engagement with these entities is necessary to obtain their participation in future counts.

### Plans for Future Shelter Counts

The Continuum of Care Board will refine its existing planning process for the 2007 PITC. One committee will focus on the survey instrument, instructions, and training for administration of the survey. Another committee will focus on outreach, coordination, and agency participation for the count. The goals of this strategy are to improve the survey instrument and implementation and to increase participation and community awareness of the annual PITC. Again, the committee will begin planning for the January count in September of the prior year and will partner with the Ford School of Public Policy on survey design and data analysis. The CoC Board also plans to use HMIS data for the 2007 count as the new HMIS software offers the flexibility to develop a point-in-time data collection form that is responsive to the additional data that the CoC collects as part of its annual count. The CoC Board will continue to collaborate with the Michigan State Housing Development Authority in its ongoing efforts to conduct statewide counts.

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