

## 2023 Standard PIT Survey Reference Sheet

Please fill out ONE survey/form for EACH person interviewed.

If the individual is unaccompanied and under the age of 25 (born after January 24, 1998) please fill out the Youth Addendum survey as well and attach both together.

**It is important to explain that the data will be entered into the HMIS and used in a non-identifying manner for statewide statistics and research in an effort to better serve the homeless population in Maine.**

The top of the form should be filled out with information about the town/zip/county of the location you are interviewing, interviewer's name, and date/time.

Question #	Additional explanation
1. <b>Where are you staying on January 24, 2023?</b>	Check only one answer. Remember that there is only one PIT Count night which is January 24 <sup>th</sup> . January 25 <sup>th</sup> , 26 <sup>th</sup> , and 27 <sup>th</sup> are post nights that must reflect the individual was homeless on the night of January 24 <sup>th</sup> .
<b>NOTE:</b>	If the answer is <b>ES, TH, or PSH</b> , you <u>MUST</u> complete a "2023 Agency Info Form." If the answer is <b>Hotel/Motel</b> , you <u>MUST</u> indicate who/what funds are being used to pay for it.
2. <b>Full name?</b>	Full first name and full last name. Full names are used only to be sure that they are not counted more than once at different locations for that night.
3. <b>U.S. Military veteran?</b>	If answer to this question is yes, be sure to ask all parts of the question. These questions should only be asked of respondents 18+ and are related to Veteran status and benefits.
<b>Head of Household:</b> <i>If respondent is the Head of Household (HH), complete the entire survey (questions 1-19). If respondent is a household member, you only need complete the front page of the survey (questions 1-14). Please remember to keep all household forms (families) together.</i>	
4. <b>Are you the head of household?</b>	Yes to this question indicates you are interviewing the head of household (HH).
5. <b>Relationship to HH?</b>	If not the HH, what is the relation to HH? It is extremely important to capture HH and relations to the HH. <b>Please keep all Household forms together.</b>
6. <b>How many people in your HH?</b>	Indicate how many people under 18 and over 18 are in the household (including the head of household).
7. <b>Date of Birth?</b>	Exact date of birth. If this person is under the age of 25 (born after January 24, 1998), be sure to fill out the <b>Youth Addendum</b> survey also.
8. <b>Race?</b>	We are looking for the racial group or groups with which the person most closely identifies. If respondents identify with more than one race, check all boxes that apply.
9. <b>Hispanic or Latino?</b>	Ethnicity question, yes or no
10. <b>Gender?</b>	Select all that apply
11-13. <b>Does the client have a disabling condition?</b>	The answers to these questions are designed to be self-reported and do not call for your personal evaluation or interpretation. The respondents may choose not to reply to any particular question or the entire set of questions. <b>Ask each of the questions and check a box indicating "Yes", "No", "Doesn't Know or 'Refused. Also CIRCLE to indicate if a condition is expected to be long continued/impair ability to live independently.</b> Remind them that their answers are confidential and will be used in a non-identifying manner. If

**The goal of the next few questions is to establish whether the person is chronically homeless.**  
*To be considered chronically homeless, a person must be: living in a place not meant for habitation, a safe haven, or in an emergency shelter, and having 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 one year, or on at least four separate occasions in the last 3 years with the total time of those episodes equaling 12 months or more and can be diagnosed with one or more*

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<i>of the following disorders: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability.</i>	
<b>14. What date did you begin experiencing homelessness?</b>	When did the client start staying on the streets, a shelter, place not meant for habitation etc. An approximate date is fine (spring 2017 for example).
<b>15. Over the past 3 years, how many times have you been on the street or in an emergency shelter?</b>	In the past 3 years, how many separate times have they stayed on the streets, in shelters or safe havens?
<b>16. Over the past 3 years, how many total months have you been homeless?</b>	This question is asking for the total number of months that the person was homeless during the occasions listed above. <i>Partial months should be rounded up to the next number of months.</i>
<b>17. What is the zip code of your last permanent address, where you lived for 90 days or more?</b>	The zip code of the last place they lived for more than 90 days. If they don't know the zip code, town/city is fine.
<b>18. Three Domestic Violence questions</b>	The following 3 questions are related to Domestic Violence. "If yes for Domestic Violence victim/survivor, are you currently fleeing?" This is because HUD is requiring that data reported on survivors of domestic violence should be limited to reporting on those who are currently experiencing homelessness because they are fleeing domestic violence, dating violence, sexual assault or stalking, as opposed to reporting on survivors who have ever experienced these circumstances

**Be sure to thank the individual for their time and cooperation.**

**Remember to fill out this form for *EACH* person regardless of household. Keep all household member's forms together and if they are unaccompanied and under the age of 25 (born after January 24, 1998), also complete the Youth Addendum survey.**