

# **San Bernardino County 2016 Unsheltered and Sheltered Count And Subpopulation Survey Methodology**

## **I. Background Information**

HUD, as part of its requirements for local jurisdictions to continue to receive continuum of care funding for homeless persons, asks local jurisdictional applicants to conduct a “one day point-in-time” homeless count every other year during the last 10 days of January. The County of San Bernardino is one of more than 400 jurisdictions that submit an annual application to HUD for continuum of care funding.

### **When will the count be conducted?**

The homeless count will be conducted on the streets during the hours of 6 a.m. and 10 a.m. on January 28, 2016. The count will also be conducted on the same day in shelters and transitional housing programs throughout the county.

### **Who will be counted?**

Per HUD’s instructions, a person will be considered homeless, and thus counted, only if he/she falls within the HUD-based definition by residing in one of the places described below:

- In places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings;
- In an emergency shelter; and
- In transitional housing for homeless persons.

### **Who will not be counted?**

Per HUD’s instructions, a person is not considered homeless if the person resides in one of the following places noted below

- Medical facilities, such as hospitals, psychiatric facilities, and nursing homes;
- Jails, prisons or juvenile detention facilities;
- Chemical dependency facilities, such as substance abuse treatment facilities and detox centers;
- Foster care homes or foster care group homes.

Also, per HUD’s instructions, children identified by McKinney-Vento Homeless Coordinators at schools as homeless should not be counted. Children will be counted during the count if they live in an emergency shelter or transitional housing program, or are unsheltered.

Lastly, HUD does not consider the following persons to be homeless—persons who are “doubled up,” or persons who are “near homelessness”—but considers them to be at risk of becoming homeless. Thus, such persons were not included in the homeless count.

### **Who will carry out the count?**

The homeless count and subpopulation survey will be a joint effort between the County’s incorporated (cities) and unincorporated areas, community volunteer counters including homeless and formerly homeless persons, San Bernardino County Interagency Council on Homelessness, San Bernardino County Homeless Partnership, homeless service providers, law enforcement agencies, the San Bernardino County Office of Homeless Services, and the Institute for Urban Initiatives (consultant).

## **II. Methodology**

### Unsheltered Count and Subpopulation Survey

In order to complete the unsheltered count and subpopulation survey, the following activities will be conducted: 1) organizing the count and subpopulation survey; 2) coordinating the count and subpopulation survey; and 3) implementing the count and subpopulation survey.

#### **1. Organizing the Count and Subpopulation Survey**

Organizing the count will consist of the following four activities: a) the county will be divided into organizational regions; b) the organizational regions will be divided into planning communities; c) the planning communities will be divided into implementation areas; and d) the implementation areas will be divided into count zones.

##### **a. County will be Divided into Organizational Regions**

The County will be divided into the following organizational regions:

- **West Valley** which will consist of the area west of the City of San Bernardino including the cities of Chino, Chino Hills, Colton, Fontana, Montclair, Ontario, Rancho Cucamonga, Rialto, Upland and the surrounding unincorporated areas.
- **East Valley** which will consist of the City of San Bernardino and all areas south and east including the cities of Grand Terrace, Highland, Loma Linda, Redlands, Twenty-nine Palms, Yucaipa, Yucca Valley and the surrounding unincorporated communities along with the San Bernardino Mountain communities.
- **High Desert** which will consist of the area north of the San Bernardino Mountains including the cities of Adelanto, Apple Valley, Barstow, Hesperia, Needles, Victorville and the surrounding unincorporated communities.

**b. Organizational Regions will be Divided into Planning Communities**

Each of the three Organizational Regions will be divided into 20 planning communities of incorporated cities and/or unincorporated jurisdictions in order to plan and implement the activities below. The County consists of 24 incorporated cities and over three dozen unincorporated communities. However, not all of these cities and counties will be included in the 20 planning communities because they will be determined by key persons as not having any homeless persons who live, congregate, or receive services. The table below lists the incorporated cities and unincorporated communities within each of the 20 planning communities.

#	Community Planning Area	Incorporated Cities & Unincorporated Communities
1	Barstow	City of Barstow and the unincorporated communities of Baker, Fort Irwin, Lenwood, Searles Valley, and Yermo.
2	Big Bear Region	City of Big Bear Lake and the unincorporated communities of Big Bear City, Crestline, Lake Arrowhead, and Running Springs.
3	Chino	City of Chino
4	Chino Hills	City of Chino Hills
5	Colton	City of Colton
6	Fontana	City of Fontana and the unincorporated communities of Bloomington and Lytle Creek.
7	Grand Terrace	City of Grand Terrace
8	High Desert	Cities of Adelanto, Apple Valley, Hesperia, Victorville, and the unincorporated communities of Lucerne Valley, Mountain View Acres, Oak Hills, Phelan, Pinon Hills, Silver Lake, Spring Valley Lake, and Wrightwood.
9	Highland	City of Highland
10	Loma Linda	City of Loma Linda
11	Montclair	City of Montclair
12	Morongo Basin	Cities of Twentynine Palms and Yucca Valley and the unincorporated communities of Homestead Valley, Joshua Tree, and Morongo Valley.
13	Needles	City of Needles and the unincorporated communities of Big River and Bluewater.
14	Ontario	City of Ontario
15	Rancho Cucamonga	City of Rancho Cucamonga
16	Redlands	City of Redlands and the unincorporated community of Mentone.
17	Rialto	City of Rialto
18	San Bernardino	City of San Bernardino and the unincorporated community of Muscoy.
19	Upland	City of Upland and the unincorporated community of San Antonio Heights.
20	Yucaipa	City of Yucaipa and the unincorporated community of Oak Glen.

### **c. Planning Communities will be Divided into Implementation Areas**

Each of the Planning Communities will be divided into Implementation Areas which will be designated as Red, Yellow, or Green Areas according to the definitions below.

- **Red Areas** are defined as implementation areas where there are no homeless persons as determined by local community representatives and stakeholders;

The Big Bear Region, which consists of the City of Big Bear Lake and the unincorporated communities of Big Bear City, Crestline, Lake Arrowhead, and Running Springs, has been identified by key persons in the region as a Red Area because of the freezing weather and accumulation of snow during January. In addition, most of the small rural communities spread throughout the desert and mountain regions of the vast county have been identified by key persons in the past as Red Areas.

- **Yellow Areas** are defined as implementation areas where it is too difficult and/or unsafe for homeless counters to count and survey homeless persons by community representatives and stakeholders where only professional outreach workers might go. Immediately prior to or immediately after the count, local professional representatives involved in the homeless count such as law enforcement will verify numbers of homeless persons living in these areas and will estimate the number of homeless persons to be included in the count;

The only yellow area that has been identified in the past is Lytle Creek because of difficult and unsafe circumstances.

- **Green Areas** are defined as implementation areas where homeless persons can be found as determined by local community representatives.

All of the incorporated cities in the county, with the exception of Big Bear Lake, along with significant areas within their surrounding unincorporated territory, will be identified by local key person teams as Green Areas.

### **d. Implementation Areas will be Divided into Count Zones**

Implementation Areas that are designated as Green Areas will be divided into Count Zones. Teams of Counters will be deployed to designated count zones within each of the Green Areas. Teams of Counters will not be deployed to Yellow or Red Areas.

## **2. Coordinating the Count and Subpopulation Survey**

Coordinating the count and subpopulation survey will include implementing the following activities in each local Planning Community: 1) establishing a key person team; 2) distinguishing areas within the planning community where homeless people live; 3) identifying places where homeless people live within the identified areas; 4) identifying places where homeless people

receive social services; 5) raising public awareness and community involvement; and Implementing the Count and Subpopulation Survey.

**a. Establishing a Community Key Person Team**

A Community Key Person Team will be established for each planning community and will consist of representatives from public and private organizations who are knowledgeable about homelessness and where homeless persons live. Such key persons will include representation from business, civic, educational, faith-based, law enforcement, local government, neighborhood, and nonprofit organizations. Homeless and formerly homeless persons will also be encouraged to join.

**b. Distinguishing Implementation Areas within the Planning Community**

Each Community Key Person Team will distinguish implementation areas within their planning community where homeless people can be found. Such areas will include a quadrant or section of a city or unincorporated area or an entire neighborhood. Those sections of the planning community where homeless persons can be found will be designated as Green Areas. Conversely, those sections where homeless persons are known not to live or spend time will be designated Red Areas.

**c. Identifying Verifiable Places where Homeless People Live/Congregate**

Each Community Key Person Team will also identify specific locations where homeless people live and/or congregate within their designated Green Areas. Such places will include abandoned buildings, commercial areas, parks, sidewalks, vacant lots and vehicles. Known encampments will also be specifically identified within Green Areas. Other places will include a whole neighborhood or a specific length of a street. Such information will remain confidential.

**d. Identifying Places where Homeless People Receive Social Services**

Each Community Key Person Team will also identify non-residential locations where homeless people go to receive social services and other forms of assistance. Such programs will include locations that distribute packaged food and/or clothing, serve meals, and provide shower or laundry services including those operated by faith-based organizations. Other program sites will include those that known to provide domestic violence services, health care, mental health care, substance abuse, transportation, and veteran services for homeless persons.

**e. Raising Public Awareness and Community Involvement**

The primary purpose of raising public awareness and community involvement will be to recruit volunteers to help implement the count in each planning community. Volunteers will be recruited both locally and countywide from a wide-range of sources including city and county employees, homeless service providers, other social service agencies, non-profit organizations, faith-based institutions, local businesses, civic organizations, educational institutions, currently and formerly homeless individuals and other interested community stakeholders.

Flyers and other materials will be developed for distribution at community meetings and forums, media outlets and various public facilities, service locations, churches, college campuses and other public locations. A project website will be established with general project information and volunteer outreach materials. Volunteer registration will also be promoted through the web site during the months leading up to the day of the count (<http://www.sanbernardinocountyhomelesscounts.com>).

Community involvement will include creating teams of volunteers to count homeless persons in designated Green zones. Teams will include persons who are involved in community service or interested in community service. Teams will also include persons who have considerable exposure as well as little exposure to homelessness.

### 3. Implementing the Count and Subpopulation Survey

A homeless count and subpopulation survey instrument will be used to gather data by counters. The instrument will focus on gathering answers that will be used to create an identifier and to determine the number of persons for each subpopulation required by HUD. All information gathered through this instrument will remain confidential. See Appendix A for a copy of the instrument.

During the count, volunteers will be required to collect the following information concerning every homeless person counted: first initial of first name, first initial of last name, gender, ethnicity<sup>1</sup>, age by code<sup>2</sup>, and state born. The information for each encounter will be inputted into a data base. The information will be used to create an identifier for each person. For example, a homeless person may have the following code of "WTMW6CA." This means that this person's first name began with "W", last name began with "T", he was male "M", he was White "5", in the age range of 50-61, and born in California.

First Initial	Last Initial	Gender	Ethnicity	Age Code	State Born
W	T	M	5	6	CA

If the same identifier appears more than once, it will be assumed that this was the same person and the person will only be counted once. An example to illustrate how this process will work is noted in the table below. Numbers 6 and 7 (shaded in gray) would be considered the same person. If for some reason there was doubt that numbers 6 and 7 were the same person, other data collected on the same two people would be used to address the doubt.

<sup>1</sup> The code for ethnicity was 1=African American or Black; 2=American Indian or Alaskan Native; 3=Asian or Pacific Islander; 4=Hispanic or Latino; 5=White; and 6=Other.

<sup>2</sup> The code for age included: 1=under age 18; 2=18-24; 3=25-29; 4=30-39; 5=40-49; 6=50-61; 7=62-69; 8=70-79; and 9=80+.

Number of Person	First Initial	Last Initial	Gender	Ethnicity	Age Code	State Born
1	J	H	F	5	6	CA
2	H	T	M	4	7	CA
3	R	K	F	4	5	TX
4	K	N	M	1	4	CA
5	F	A	M	3	3	CA
6	J	F	M	5	5	CA
7	J	F	M	5	5	CA
8	S	G	F	4	2	NY
9	D	T	M	5	6	CA
10	O	R	M	5	7	CA

The obtained data will also provide the opportunity to break down the number of homeless persons counted by gender, ethnicity, age range, and state born. Thus, the questions will serve two purposes—obtaining basic demographic information and the prevention of duplication.

The instrument will also focus on gathering answers to determine the number of persons for each of the nine subpopulations required by HUD which include:

- Chronically Homeless Individuals;
- Chronically Homeless Families;
- Persons with HIV/AIDS;
- Persons with Chronic Substance Abuse;
- Persons with Severe Mental Illness;
- Unaccompanied Youth under Age 18;
- Veterans;
- Victims of Domestic Violence; and
- Youth Ages 18 to 24.

HUD is encouraging homeless counts to have an emphasis of counting youth ages 18 – 24 during the day. Therefore, places where homeless youth can be found during the day will be identified by Key Person Teams. Counters, including youth ages 18 – 24, will count youth at these places during the day and will use the deduplication method noted above to prevent duplication.

Other subpopulation data will also be collected for

- Persons released from a Correctional Institution during past 12 months after serving a court-ordered sentence;
- Persons with a Physical Disability;
- Persons with a Developmental Disability;
- Persons with Chronic Health Conditions;
- Seniors age 62+.

## Sheltered Count and Subpopulation Survey

As required by HUD, the sheltered count will include the number of persons and households sleeping in emergency shelters (including seasonal shelters), transitional housing, and Safe Haven programs (of which the County has none) that were listed on the Housing Inventory Chart (HIC) submitted to HUD on April 30 as required. In addition, any persons staying in hotels or motels as a result of receiving a voucher from a social service agency will be included in the sheltered count per HUD's instructions if the voucher program was listed on the HIC.

Prior to the homeless count, the HIC will be updated to include any new programs or exclude any programs no longer operational by OHS staff and Key Person Task Force members. A few changes will likely be made to the HIC prior to the count.

HUD encourages the use of Homeless Management Information Services (HMIS) data to generate sheltered counts and subpopulation data for programs with 100% of beds participating in HMIS. Thus, HMIS will be used to gather the total number of occupied beds and the number of persons for each subpopulation. A "Data Collection Instrument" will be used to collect the total number of occupied beds and the number of persons for each subpopulation for non-participating HMIS programs and for HMIS participating agencies that do not have their HMIS data complete and correct. The same questions used to collect subpopulation data through HMIS will be used for the data collection instrument. Thus, sheltered count data for all sheltered programs will be gathered either through a data collection sheet or HMIS.