

# Kitsap County Annual Point-in-Time Count Survey Training

2026 | JANUARY 29TH





# WELCOME!

Thank you for joining us, we are excited that you are willing to help us with the Annual Kitsap County Point-in-Time Count. The Point-in-Time (PIT) Count gives us a snapshot of the population of people living without stable housing or experiencing homelessness during a particular time each year in Kitsap County.

The information collected by this survey is important to the people we serve, our service providers, legislators, and our community. Volunteers are a vital piece of collecting this information. Community members like you getting involved in reaching out and talking directly to people experiencing homelessness.





# Brief Updates for the 2026 Point-in-Time Count

- ▶ Street Outreach Surveying – Over the past several years we have partnered with outreach groups to perform the outdoor surveying component of the Count. This approach was found to be very successful for both the outreach teams and for people living unsheltered.
- ▶ PIT Count Changes in 2026 – No changes to our methodology, however there are several significant changes to the Survey Forms.
- ▶ Project Connect Fair Changes 2026 – Last year we had a few guests come to the Silverdale and Port Orchard events seeking services that were only offered in Bremerton. This year we have moved the Bremerton fair to Thursday Jan 29th. If guests come to the Silverdale or Port Orchard fairs and need services only in Bremerton, they will be offered assistance with transportation to the fair in Bremerton.
- ▶ Timestamps are provided in the video for each chapter of the presentation.





# History and Background

## History

- What is the Point-in-Time Count?
- Who participates in the Count?
- Why do we perform a Count?
- When is the Count?

## Goals

- What are the goals of the Count?

## Benefits

- What does the collected data do for the people in our county?



# Brief History

- ▶ The Point-in-Time (PIT) Count is a federal Housing and Urban Development (HUD) mandate.
- ▶ In Washington State The Homeless Housing and Assistance Act requires that each county conduct an annual point in time count of sheltered and unsheltered\* homeless persons.
- ▶ These are requirements for communities receiving federal and state dollars that serve homeless families and individuals.

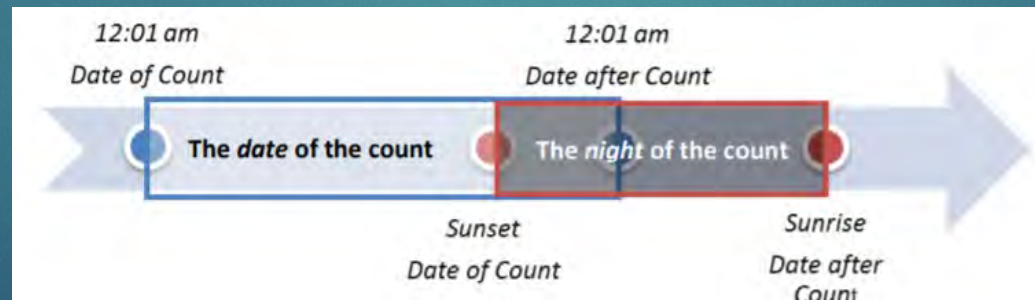
*\*recent legislation has changed the unsheltered count requirement to be performed every 2-years, this mirrors HUD requirements.*





# When is the Count?

- ▶ The Count represents a single period of time from sunset to sunrise which spans two actual dates.
- ▶ The Count is required to be held within the last 10 days of January. In Washington this is typically planned for the last Thursday of the month. **In 2025, the Count is scheduled for January 29<sup>th</sup>.**
- ▶ We are seeking to know where people were staying Thursday night into Friday morning.



Thursday

|

Friday





# Goals

- ▶ The goal of the Point-in-Time (PIT) Count is to help identify and collect information about individuals and families in Kitsap County that are experiencing homelessness.





# Benefits

- ▶ The PIT Count helps to capture critical data about our community to help adjust our social services delivery system.
- ▶ Helps to understand the demographics of households experiencing homelessness, including groups such as veterans, children & youth, and people experiencing chronic homelessness.
- ▶ Helps the community when applying for federal, state, and local grants.
- ▶ The better we do our count, the better case we can make to receive the assistance needed to help people experiencing homelessness.







Who is Counted?



# Who is Counted?

## Sheltered

- Emergency Shelters and Transitional Housing
- Doubled-up – People Temporarily Staying with Friends or Family
- People residing in institutions e.g. Hospital, Detox, and Jail (not included in official count)

## Unsheltered

- People staying out of doors, on the streets, in tents, etc.
- People living in abandoned buildings
- People living in vehicles
- People living in RVs and boats that may not be in working condition or lacking any of the following amenities: drinking water, restrooms, heat, ability to cook hot food, ability to bathe





# Temporarily Staying with Friends/Family and Institutions

- ▶ Persons living temporarily with family or friends due to loss of housing or economic hardship (doubled-up or couch surfing) do not meet the HUD definition of homelessness, but in Kitsap County we collect this information to help identify the needs for housing and services.
- ▶ Persons that are in hospitals, detox facilities, other facilities, and the jail are not considered homeless per HUD definition, but we also collect information from these groups wherever possible.



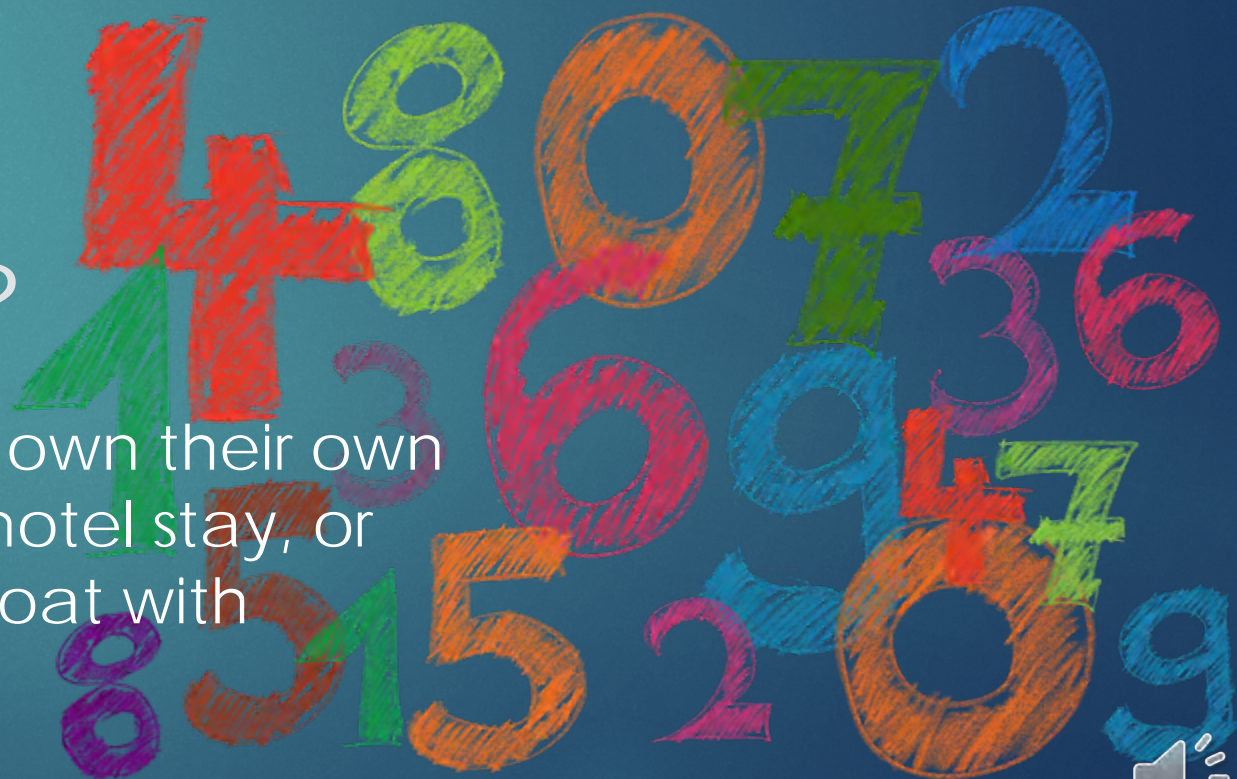


# Who is Counted?

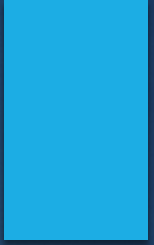
- ▶ The count does not require rigorous screening to determine if a person is homeless. Persons who self-identify as living without stable housing should be counted.

## Who is Not Counted?

- ▶ Individuals or families that rent or own their own home, are paying for their own motel stay, or are living in a functioning RV or boat with facilities.







# Surveying at Project Connect Fairs, Food Banks, and Meal Sites



# Project Connect Fair Surveying

- ▶ If you registered and selected to survey at a Project Connect fair site:
  - ▶ Prior to the event you will receive an email with instructions about the address, date/time, entry, and parking.
  - ▶ A brief training will be held prior to the opening of the fair to help volunteer surveyors learn about the forms, how to choose which form(s) to use, outdoor gear tickets, and other details before the fair begins.
  - ▶ Please arrive early.
  - ▶ Commonly we need many volunteers at the opening of the fair, and surveyors may leave early as the number of guests decreases.





# Food Bank & Meal Site Surveying

- ▶ If you registered and selected to survey at a one or more food banks or meal sites:
  - ▶ Prior to the event you will receive an email with instructions about the address, date/time, and survey packet pickup location.
  - ▶ Packets with survey materials will be delivered to food banks prior to the count. The email should note where to find the packets or who to ask at the location.
    - ▶ Packets include: Survey forms, Surveyor Instructions (blue sheet), sign-in sheet (pink), volunteer badges, pens, (possibly clipboards)
  - ▶ Generally, we try to ensure there are 2 volunteers together at these location to work together.
  - ▶ Sign-in on the pink sheet.
  - ▶ Once a shift is completed volunteers will turn over the materials to the next shift, or if it is the last shift of the day return to the packet pickup location.
  - ▶ If it is the final day and shift at a site, we request that the volunteers either return the survey packet directly to the Housing & Homelessness Division or leave the packet at the pickup location.





# Initiating an Interview



# What to Expect

- ▶ It is normal to be apprehensive when surveying people, especially when you are not sure how they will respond.
- ▶ Many people are willing to share their story and want to be heard. A few individuals may not be willing to speak with you, and we need to be respectful.
- ▶ If you approach people with respect and dignity they will usually respond positively and want to help.





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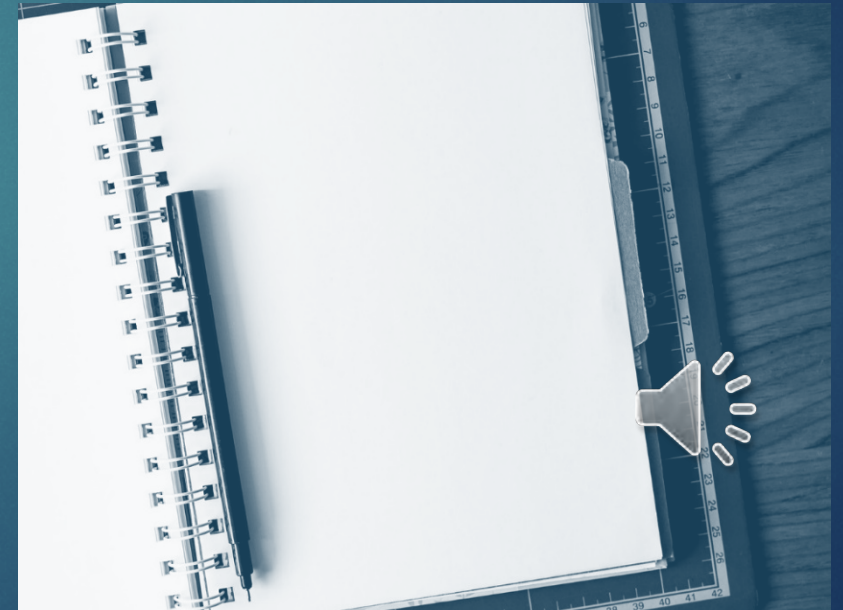
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# Approaching to Interview

- ▶ Approach every person with courtesy and respect. Look them in the eyes. Ask for their help.
- ▶ Do not hand people the surveys to fill out. Volunteers should ask questions and fill in each survey. This helps us to collect accurate, legible, and consistent information.  
(You can show the survey to the person being interviewed)





# Sample Greeting Dialogue

*"Hello, my name is \_\_\_\_\_"*

*I'm a volunteer working with our community to collect information about people living without stable housing so that we can do a better job providing the kinds of housing and services that are needed.*

*Would you be willing to talk with me for a few minutes as I fill out this survey form?"*





# Sample Greeting Dialogue

## ► IF YES

- *"Thank you. Have you already completed a survey with another volunteer earlier this week?"*
- *"Where (did you/will you) stay on the night of Thursday, January 29<sup>th</sup>?"*
- *"Have you (or anyone in your household) been continuously without housing for a year or more?"*

## ► IF NO

- Thank them for their help and fill out a survey with the following information:
  - Location (A&B)
  - Name of Surveyor (A)
  - Estimated age or Year of Birth (D)





# Collecting Information



# Collecting Information

- ▶ Gather as much information as possible.
- ▶ If someone does not want to answer questions for the survey, please thank the person, step away, and fill in a survey with at least the following:

- ▶ A Interview Location

- ▶ B Living Situation

- (if unknown, the survey form cannot be counted)*

- ▶ D Household Type

- ▶ D Estimated age or year of birth

Required fields on the Unsheltered/Living with Family or Friends PIT forms stand out with thick double-line borders

Minimum required fields

- ▶ Make every effort to collect names and birthdays. Names and birthdays help us to ensure that we count each person only once, even if they happen to complete more than one survey.





# Clarification Questions

## ▶ A. Location where survey was given

- ▶ Interview Location: Note the location where the household took the survey. Businesses, landmarks, cross streets, food banks etc.
  - ▶ If surveying at a Project Connect fair, check the appropriate PC location.
- ▶ City/Town where household sleeping: If interviewing at a service site, food bank, or Project Connect fair ask the person where the household is sleeping.
- ▶ Name of Surveyor – Please write clearly so that we may contact you if there are any questions or clarifications needed.

**Kitsap Point In Time Count / WINTER – Use Form Jan 27 – 30, 2026**

***UNSHeltered/LIVING WITH FAMILY OR FRIENDS***

**Return forms by 2/3/26 to:**

Cory Derenburger  
Housing & Homelessness Division, Kitsap County  
345 6<sup>th</sup> Street, Suite 400, Bremerton WA 98337

▪ If individual/household is staying at an emergency shelter, do not use this form, the shelter will collect this information.

**A. Interview Location:** \_\_\_\_\_

**City/Town where household sleeping:** \_\_\_\_\_ **Surveyor:** \_\_\_\_\_

Project Connect

☐ Silverdale ☐ Bremerton  
☐ Port Orchard



# Clarification Questions

## ► B. Where is the person sleeping on the Night of the Count

- Check or circle the answer that best matches their description.
- Where did the person stay Thursday night into Friday morning.
- Note: Jail and Shelter are provided here if needed, but are not considered meeting the criteria for being unsheltered for the purposes of the PIT Count.

### B. \*Where did/will you sleep the night of Thursday, Jan 29<sup>th</sup>? (choose one, applies to entire household)

- |  |  |
|--|--|
| <input type="radio"/> Out of Doors (street, tent, etc.)                    | <input type="radio"/> Temp. Living w/ Family or Friends † _____ (how long) |
| <input type="radio"/> Vehicle  | <input type="radio"/> Hospital/Detox/Other facility † _____ (which one)    |
| <input type="radio"/> Abandoned Building                                   | <input type="radio"/> Jail † _____ (which jail/prison)                     |
| <input type="radio"/> RV/Boat Lacking Any of the Following Amenities       | <input type="radio"/> Shelter † _____ (which shelter)                      |
| Drinking water, restroom, heat, ability to cook hot food, ability to bathe | †Not considered unsheltered for PIT by HUD; Optional                       |





# RV/Boat Lacking Amenities

- ▶ RV/Boats can be considered living unsheltered if they lack basic amenities such as drinking water, restrooms, heat, ability to cook hot food, or the ability to bathe.
- ▶ For RVs and Boats, the distinguishing factor as to whether the RV or boat is designed to be lived in, and if those facilities are degraded to the point that the RV or boat would not be distinguishable from living in a car.
- ▶ Avoid asking about if the RV or boat is fully functional for living, too much detail is not required.
- ▶ Only if the RV or boat looks severely degraded or non-functional should it be considered unsheltered.





# RV Parks

- ▶ NOT counted as Unsheltered for the Count if:
  - 1) If an RV or camper vans is parked in a mobile home park or campus that advertises itself as providing temporary stays and
  - 2) the RV is regularly connected to water, sewer and utilities or a septic system, well and generator, or the park campus provides toilets, showers, and communal food preparation or food services





# Housing Questions

## ► C. Length of Time Without Stable Housing

- Ask each question to determine if the person meets the criteria of chronic homelessness.

C. Housing Questions		
1. Has any adult or minor head of household been <u>continuously</u> without housing for a year or more?	<input type="checkbox"/> No (go to 2a)	<input type="checkbox"/> Yes (skip to 3)
2.a. Has any adult or minor head of household been without housing 4 or more times in the last 3 years?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
2.b. Do these times without housing, added together, amount to a year or more?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
3. Last known permanent City, State	Zip	





# Household Information Questions

- ▶ **D. Household Information** – Each member of a household should be listed in the Household Information section. A single person is considered a household (i.e. “a household consisting of one person”), so single individuals should complete the household Information section.
  - ▶ Household Makeup – Mark if the household is without Children, with Adults & Children, or Only Children

D. Household Information			
Household Type	<input type="checkbox"/> Household without children	<input type="checkbox"/> Household with children	<input type="checkbox"/> Household with only children (under 18)





# Household Information Questions

- ▶ **Fleeing Domestic Violence** – Ask: “Are you or any household members currently fleeing domestic violence?” This includes sexual assault and stalking.
  - ▶ If anyone in the household says “Yes” then we DO NOT collect names, date of birth, or race/ethnicity.
  - ▶ We still need to collect their age

D. Household Information				
Household Type	<input type="checkbox"/> Household without children <input type="checkbox"/> Household with children <input type="checkbox"/> Household with only children (under 18)			
Fleeing Domestic Violence	<input type="checkbox"/> No <input type="checkbox"/> Yes*	<input type="checkbox"/> No <input type="checkbox"/> Yes*	<input type="checkbox"/> No <input type="checkbox"/> Yes*	<input type="checkbox"/> No <input type="checkbox"/> Yes*
<i>*If any household member is fleeing domestic violence, DO NOT COLLECT name, date of birth, or race/ethnicity, and do not sign this form. DO collect age.</i>				
First & Last Name				
Relationship to Head of Household    (Self)				
Date of Birth or Age				



# Household Information Questions

## ► D. Household Information – Continued

- **First Name & Last Name** – PLEASE print CLEARLY. Generally, the first person you survey is the Head of Household, but it does not really matter which adult is in which line of the form.
- **Relationship to Head of Household**. Examples include: son, daughter, child, mother, father sister, wife, husband, spouse, partner, significant other, sibling, guardian, etc.
- **Date of Birth or Age** – If full birthdate is refused then year of birth is okay, or surveyor can estimate the person's age.

First & Last Name				
Relationship to Head of Household (Self)				
Date of Birth or Age				





# Household Information Questions

## ► Race & Ethnicity

- For each household member, ask: “What races or ethnicities do you identify as?” Check all that apply.
- Optional - If the person identifies as American Indian/Alaska Native/Indigenous ask if they have a tribal affiliation and write that in if provided.

<b>Race and Ethnicity</b> <i>(select all that apply)</i>	<input type="checkbox"/> American Indian/Alaska Native/Indigenous <input type="checkbox"/> Asian/Asian American <input type="checkbox"/> Black/African American/African <input type="checkbox"/> Hispanic/Latina/o <input type="checkbox"/> Middle Eastern/North African <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Doesn't Know <input type="checkbox"/> Prefers Not to Answer
<b>Tribal Affiliation</b> <i>(optional)</i>	





# Household Information Questions

► **Disabling Conditions** – Ask: “Do any of these apply to you?”

- *Permanent Physical Disability*
- *Developmental Disability*
- *Substantial & Long-Term Mental Health Condition*
- *Chronic Health Condition, or a*
- *Substantial & Long-Term Substance Use Disorder*

<b>Disabling Conditions/Barriers</b> <i>(select all that apply)</i>	<input type="checkbox"/> Physical Disability <i>(permanent)</i>
	<input type="checkbox"/> Developmental Disability
	<input type="checkbox"/> Chronic Health Condition
	<input type="checkbox"/> Mental Health Disorder <i>(substantial and long-term)</i>
	<input type="checkbox"/> Substance Use Disorder <i>(substantial and long-term)</i>





# Household Information Questions

## ▶ Veteran Status

- ▶ Veteran – Ask: *“Have you ever served active duty in the US military?”* Anyone who has served active duty in the US military is considered a veteran. Mark Y/N.

Veteran (ever active duty in US military)	<input type="checkbox"/> No <input type="checkbox"/> Yes
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# Circumstances leading to your housing status

- ▶ Flip the page and complete sections F & G
- ▶ **F. Circumstances leading to your housing status**
  - ▶ Ask the circumstance options aloud and record the person's responses. Check all that apply.

F. Circumstances leading to your housing status (check <b>all</b> that apply)		<input type="checkbox"/> Prefers not to answer	<input type="checkbox"/> Don't Know
Housing & Economic	System & Legal	Health Issues	Family Conflict
<input type="checkbox"/> Job Loss/unemployment	<input type="checkbox"/> Discharged from hospital or other medical facility	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Domestic Violence
<input type="checkbox"/> Lack of job training/ unable to work	<input type="checkbox"/> Discharged from criminal/juvenile justice system	<input type="checkbox"/> Physical health/disability	<input type="checkbox"/> Guardian mental health/substance abuse
<input type="checkbox"/> Eviction/Loss of housing	<input type="checkbox"/> Aged out of foster care	<input type="checkbox"/> Alcohol/substance abuse	<input type="checkbox"/> Family Rejection/Kicked out
<input type="checkbox"/> Lack of childcare	<input type="checkbox"/> Medical costs	<input type="checkbox"/> Illness	<input type="checkbox"/> Abuse/Neglect
<input type="checkbox"/> Housing affordability			





# Clarification Questions

## ► G. Source(s) of Household Income and Benefits

- Ask the person if the person receives any public assistance like TANF, SSI/SSDI, Disability, VA, Unemployment, or Medicaid or Medicare. Check all that apply.
- Ask the person if they are employed. If so, is it full time, part time, or farm work/seasonal?
- Ask if the person has other income.
- If the person describes assistance not listed here, write it on the sheet.

G. Source(s) of Household Income and Benefits (check all that apply)		<input type="checkbox"/> Prefers not to answer	<input type="checkbox"/> Don't Know
Public Assistance/Benefits		Employment	Other
<input type="checkbox"/> TANF	<input type="checkbox"/> VA	<input type="checkbox"/> Part time	<input type="checkbox"/> None
<input type="checkbox"/> SSI/SSDI	<input type="checkbox"/> Unemployment	<input type="checkbox"/> Full time	<input type="checkbox"/> Panhandling
<input type="checkbox"/> Temporary Disability/ABD/HEN	<input type="checkbox"/> Medicare/Medicaid/WA Apple Health	<input type="checkbox"/> Farm/seasonal	<input type="checkbox"/> Relative/friends







# Collecting Signatures to Sign for Consent



# Sign for Consent

- ▶ Ask the person to look over the Kitsap Client Release of Information on the back of the form
- ▶ *"We'd like to include your information in a database that helps us collect information into reports for our funders. We will never release your name or personally identifying information to the public. Would you be willing to help by signing this release?"*
  - ▶ The survey information will be entered into the Washington State Homeless Management Information System (HMIS). This database has strict security policies to protect privacy.
  - ▶ Client's name and personal identifying information will not be included in any reports or publications. Information is only aggregated for analysis.
  - ▶ They may refuse to sign the release form if they do not want personally identifying information entered into the database. They should **NOT** sign if they are currently fleeing from domestic violence, sexual assault, or a stalking situation, OR are under 13 years of age.
- ▶ The surveyed person must sign the release in Section E to include their information for the Count purposes.
  - ▶ *If the person does not give consent, or if the signature is forgotten, the survey will be entered without identifying information. This will include only approximated year of birth, gender, and location of the survey.*





# Sign for Consent

- ▶ If the person chooses to sign the consent form, the volunteer will also write in their name in the "Agency Staff Name" spot.
- ▶ Example signature section below.

Identifying information in HMIS in order for you to receive services from that funding source.

I understand the above statements and consent to the inclusion of personally identifying information in HMIS about me and any dependents listed below, and authorize information collected to be shared with partner agencies, both state agencies and organizations that participate in the Kitsap HMIS Collaborative. I understand that my personally identifying information will not be made public and will only be used with strict confidentiality. I also understand that I may withdraw my consent at any time by filing a 'Client Revocation of Consent' form with this agency. I understand that I may obtain a copy of my signed consent form from this Agency (including forms signed electronically).

Dependent children under 18 in household, if any (Please print first and last names):

<u>Child Name 1</u>	<u>Child Name 3</u>
<u>Child Name 2</u>	<u>Child Name 4</u>
<u>Client Signature</u>	<u>1/1/20xx</u>
(Client Signature (Parent/Guardian))	Date
<u>Client Name</u>	<u>Surveyor Name</u> <u>SN</u>
Client Name (Print clearly)	Agency Staff Name (Print clearly) Initials
Client refused consent _____ (Agency Staff Initials)	HMIS Unique Identifier (optional) _____

This form may not be amended except by approval of the Washington State Department of Commerce  
Approved as to form by Sandra Adix, Assistant Attorney General, 6/5/2018

- ▶ If any household member is fleeing domestic violence, or chooses not to provide consent, the surveyor will initial in the "Client refused consent" section.



# Sign for Consent

- ▶ Each adult must have their own consent form. Additional Informed Consent forms have been included in survey packets, for each adult present to each sign their own consent form, if they choose.
  - ▶ *(additional signature forms have paper clips on the top)*
- ▶ If there are other adults in the household that are not present to sign, the entire household will be entered as non-consenting and all personally identifiable information will not be included.





# Additional Kitsap Local Questions



# Kitsap Local Questions

- ▶ Included is an additional sheet of questions to ask the Head of Household.
- ▶ These questions are voluntary, but provide our county more useful information about families and individuals experiencing homelessness.
- ▶ Additional questions include if the person:
  - ▶ has a service or companion animal,
  - ▶ their challenges to getting housing
  - ▶ the housing situations that they think would best fit their situation.





Survey Complete!



# FINISHED!

- ▶ You have now completed your survey. Please do the following:

## Thank You!

- Thank the person for their time and help.

## Handouts

- Offer the individual or family handouts
- Sally's Guide
- Veteran's Resource Guide (if appropriate)

## Return Forms

- At the completion of surveying hand in your completed forms to your team leader
- OR return to the Housing and Homelessness Program ASAP





# THANK YOU!!!!

- ▶ Thank you for volunteering your time and efforts to help Kitsap County conduct the Annual Point-in-Time Count.
- ▶ We hope that you will find this to be a rewarding experience, and hope that you will join us again in the future.

Thank  
You!





# Questions?

CONTACT

CORY DERENBURGER

[CDERENBU@KITSAP.GOV](mailto:CDERENBU@KITSAP.GOV) OR (360) 362-0404