PIT Planning worksheet

# Step 1: all - Establish primary pit coordinating committee 11/2017

 **Identify PIT Coordinating Committee Members Below:**

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**For Unsheltered - Make sure to focus on specific areas of the count. May include, but not limited to, the following areas**:

* + **People who Have Experienced Homelessness**
	+ **Homeless Youth, Students, and Families**
	+ **Homeless Veterans**
	+ **Domestic Violence and Sexual Assault Survivors**
	+ **Volunteers**
	+ **Police**
	+ **Mental Health Providers**

# Step 2: all - PIT COUNT OVERVIEW 11/2017

Sheltered Count

HMIS- participating providers:

The Sheltered Count will come from HMIS data for HMIS-participating providers. COHHIO staff will pull the data. In preparation for the count, you need to:

* Verify that all sheltered Clients data is in HMIS; correct and complete:
	+ Run the *Data Quality Report* and review for accuracy and completeness.
	+ Run the *Entry/Exit Report* to make sure all client entry and exit dates have been entered.
	+ Follow the dates in this Worksheet to make sure that you are running the reports at the correct times.

Non-HMIS participating providers:

* Identify and confirm all Sheltered Count Locations
* Use the 2018 *Sheltered Count Form*

Unsheltered Count (Street and Service-Based)

Street Counts involve sending enumerators (in teams) to various locations in the community during the night of the PIT Count to identify and interview anyone who may be sleeping in an unsheltered location. Once identified, complete the *Unsheltered Count Form* for every homeless individual or family on the night of the PIT Count. For persons who refuse to be interviewed, or you otherwise cannot interview, use the *Observation Count Form*.

* Identify the specific geographic locations that will be covered during the Unsheltered Count- these can include the following:
	+ Parks Under Bridges
	+ Parking lots (Cars) 24hr Businesses
	+ Under bridges Encampments

List the Unsheltered Count locations below with specific addresses or intersections below. Add space as needed:

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The Service-Based Count involves conducting interviews with people accessing services in locations/organizations in the days after the PIT Count in order to identify anyone who was homeless on the night of the PIT Count, and not otherwise counted. The Service-Based Count must be conducted between January 24-31, 2018. Service-based Count locations may include food banks, community meal sites, etc. The *Service-Based Count Form* should be completed for every homeless individual or family surveyed during the Service-based Count.

List the Service-Based Count locations below with specific addresses below add space:

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# Step 3: all - Download survey froms 11/2017

 Downloads PIT Count survey tools from COHHIO website:

Note that all enumerators are required to use the Ohio BoSCoC PIT Count Tools located on the COHHIO website at https://cohhio.org/member-services-2/boscoc/point-in-time-count/.

 The forms will be available for download by November 21st

PIT Planning worksheet

# Step 4: unsheltered - develop volunteer recruitment & deployment plan 11/2017

List volunteer roles and number of volunteers for each role needed to execute the PIT count. Common volunteer roles are enumerator, logistics, fundraiser for incentives. Etc.

 Describe how volunteers will be recruited, for example: Providers advertisement, Flyers, Use of Media and document below:

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As volunteers are recruited, perform the following:

* + Identify teams of enumerators (put volunteers in teams)
	+ Describe volunteer logistics (what happens when)
	+ Designate staging areas (designate where volunteers meet)
	+ Designate Command Center
	+ Create Communication Plan (have a FAQ for common questions for volunteers)
	+ Assign the geographic area to teams and document below:

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PIT Planning worksheet

# Step 5: unsheltered - secure incentives 11/2017

Secure incentives to provide to homeless people who participate in the PIT Count, If applicable

* Identify possible sources for incentives, possibilities include:
	+ - Fast Food restaurants,
		- Walmart
		- Target
		- Convenience Shops

 Record the sources below:

|  |  |
| --- | --- |
|  Incentive/Donation | Provided By |
|  |  |
|  |  |
|  |  |
|  |  |

# Step 6: unsheltered - set traning dates 11/2017

Notify volunteers about the trainings

* + Purpose of training
	+ Email volunteers with training information
	+ Schedule them for on-site training, if necessary
	+ Express the importance of Training Attendance
	+ Recommend that training take place at least 2 weeks prior to Street Count, but no more than 4 weeks before.

PIT Planning worksheet

# Step 7: unsheltered - conduct volunteer interviewer trainings 12/6/2017

 Conduct Volunteer Interview Training

* + Have enumerators view any recordings
	+ You may wish to also have the enumerators attend your own training that will discuss the specific geographic areas and the boundaries of neighboring CoC’s
	+ Document Training Attendance (in-person or remote)
	+ Follow-up with phone calls for volunteers that have not attended training

# Step 8: all - publicize the count 1/3/2018

 Publicize the Count

* Describe communications strategies for conducting the count and announcing the results of the Count; e.g. designated phone number, listserv, e-mails, press releases, etc.
* Designate a spokesperson(s)/liaison(s) for: media, consolidated plan jurisdictions, CoC Members, community stakeholder groups (hospitals, mental health providers, and advocacy organizations) and document below:

|  |  |
| --- | --- |
| Group | Communication Point-Of-Contact |
| Media |  |
| CoC Members |  |
| Stakeholder Groups |  |

PIT Planning worksheet

# Step 9: unsheltered - secure incentives 1/10/2018

 Secure any identified incentives/donations for the homeless

 Identify distributions points for volunteers to acquire them

# Step 10: Sheltered PIT Count Timeline (HMIS Participating)

 1/12/2018 – Run *Data Quality* report and Review for accuracy and completeness

1/19/2018 – Run Entry/Exit report to make sure Entry/Exits dates have been entered for all Clients

# Step 11: all - conduct pit count 1/23/2018

Sheltered Count for Non-HMIS Participating Providers:

Providers collect information on every Client who stayed in their program on the night of January 23rd.

Unsheltered Count

Street Count involves sending enumerators (in teams) to various locations in the community during the night of the PIT Count to identify and interview anyone who may be sleeping in an unsheltered location. Once identified complete the *Unsheltered Count Form* for every homeless individual or family on the night of the PIT Count. For persons that refused to be interviewed or you otherwise cannot interview use the *Observation Count Form*. The Street Count will take place between Tuesday, 1/23/2018 starting at 8pm until 6am on Wednesday, 1/24/2018.

Service-based Count involves conducting interviews with people accessing services in locations/organizations in the days after the PIT Count. Service-Based Count will be used starting the day after the PIT Count up to 7 days after the PIT Count to count homeless people that have not already been counted. This will be conducted in Food banks, meal sites, etc. Once identified in those areas the *Service-Based Count Form* should be completed for every homeless every individual or family. The Service-Based Count can start after 6am Wednesday, 1/24/2018 and end on COB 1/31/2018.

PIT Planning worksheet

# Step 12: Sheltered (hmis participating providers) 1/24-25/2018

1/24-25/2018 – Run Entry/Exit report again to make sure Entry/Exit dates have been entered for all Clients

# Step 13: sheltered (non-hmis participating providers) and unsheltered counts 2/2/2018

 HIC/PIT Contact collects the completed surveys from enumerators

 Review surveys for data quality and organize them to prepare for data entry

Make copies of PIT documents before mailing them to COHHIO and put them in a secure location.

# Step 14: sheltered (Non-HMIS participating providers) and unsheltered counts 2/7/2018

Complete the cover sheet located in the *Ohio Balance of State Continuum of Care 2018 Housing Inventory Count and Point-in-Time Count Guidance* document. Then mail the Cover Sheet and the completed PIT Count survey tools to COHHIO at:

 Mail to: Erica Mulryan

 COHHIO

 175 S. Third Street, Suite 580

 Columbus, Ohio 43215

Securely store the surveys and copies

Use information from the PIT Count to assist people experiencing homelessness through enhanced Outreach and Triaging efforts.

PIT Planning worksheet

# Step 15: sheltered (hmis participating PROVIDERS) 2/9/2018

 COHHIO HMIS Staff will pull reports for Sheltered PIT data.

# Step 16: ALL Release PIT Count Data as soon as possible

Provide feedback to volunteers in appreciation for their efforts. This can be in the form of Certificates, thank you emails, or closing event

Hold debrief meeting with PIT coordinators and leaders to thank and evaluate efforts

Release PIT Count data to the community using formal (Media) and informal means