


**Ohio  
Balance of State Continuum of  
Care**

2018 Point-in-Time Count Training:  
November 29, 2017

  
**OHIO**  
Balance of State  
Continuum of Care

Coalition on Homelessness and Housing in Ohio | 175 S. Third St. Suite 580 Columbus, OH 43215

**Webinar Information**

- All participants' lines are muted
- Submit questions using the questions or chat feature in your GoToWebinar control panel
- This presentation will be posted to COHHIO's website
- We are attempting to record the presentation

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**Agenda**

- Introductions
- Purpose of PIT
- Purpose of Webinar
- Review key items from PIT Planning Worksheet
- Volunteer Training Overview
- Review Survey Tools
- Closing
- Questions

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**BoSCoC Staff Contacts for HIC/PIT**

- Erica Mulryan, CoC Director
- Barbara Miller, CoC Coordinator
- Sandy Sechang, CoC Specialist
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### PIT Purpose and Benefit

- HUD Mandated and Required by Ohio BoSCoC
- Data helps to improve service delivery
- Data provides guidance for development
- Data supports the Community's needs when applying for Federal and local grants
- Assist with resource allocation
- Opportunity to conduct and identify areas for Community Outreach

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### Purpose of Webinar

- To discuss ways to plan for and conduct local PIT Counts using:
  - PIT Planning Worksheet
  - Survey Tools
- Provide a platform to share ideas

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### PIT Planning Worksheet

- Meant to be a checklist
- Can be used for all participating in the PIT Count
- Identify steps by your role
  - Sheltered (HMIS Participating Provider)
  - Sheltered (Non-HMIS Participating Provider)
  - Unsheltered
    - Street Count
    - Service-Based Count

PIT PLANNING WORKSHEET

STEP 1 - ALL ESTABLISH PRIMARY PIT COORDINATING COMMITTEE

Identify PIT Coordinating Committee Members Below

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, Veterans, and Families
- Homeless Veterans
- Domestic Violence and Sexual Assault Survivors
- Homeless Veterans
- Veterans

STEP 2 - ALL PIT COUNT OVERVIEW

HMIS participating providers:

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

- Verify that all sheltered Count data is in HMIS, correct and complete.
- Run the Data Quality Report and review for accuracy and completeness.
- Run the Sheltered Report to make sure all data entry and count data have been entered.

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### Identify PIT Coordinating Committee Members

- HIC/PIT County Contact
- Homeless Adult, Youth, or Veteran
- Domestic Violence Survivor
- Volunteers from Homelessness Service Providers
- Outreach Team Members
- Mental Health Providers
- Police

**POLL:** Which of these have you used in past PIT Planning?

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<b>PIT Count Components</b>			
<b>Sheltered Count:</b>			
<ul style="list-style-type: none"> <li>• Emergency Shelters</li> <li>• Transitional Housing</li> <li>• Safe Havens</li> <li>• Persons residing in hotels/motels (paid for by public or private organizations for purposes of providing emergency shelter)</li> <li>• Extreme weather shelters/cold shelters</li> </ul>			
<i>There is Sheltered Count for HMIS Participating and Non-HMIS Participating Providers</i>			
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<b>PIT Count Components</b>			
<b>Unsheltered Count:</b>			
All persons who, on the night of the count, are living in a place not designed for or ordinarily used as a regular sleeping accommodation for human beings. Includes persons staying in cars, encampments, or abandoned buildings, etc.			
There are two types of Unsheltered Counts:			
<ul style="list-style-type: none"> <li>➤ Street Count</li> <li>➤ Service-Based Count</li> </ul>			
<i>Note: ALL Ohio BoSCoC counties are required to do both Street Count and Service-Based Counts.</i>			
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<b>Unsheltered Counts</b>									
<ul style="list-style-type: none"> <li>• Street Count             <ul style="list-style-type: none"> <li>• Sending enumerators to various locations to be interviewed:</li> <li>• Possible locations:                 <table style="margin-left: 20px; border: none;"> <tr> <td>Parks</td> <td>Bus or Train Stations</td> </tr> <tr> <td>Under Bridges</td> <td>Public Storage Locations</td> </tr> <tr> <td>24-hr Businesses</td> <td>Lots (Cars)</td> </tr> </table> </li> <li>• Document in Worksheet</li> </ul> </li> <li>• Service-Based Screening/Interviewing             <ul style="list-style-type: none"> <li>• Interviewing homeless Clients in the days following the PIT. These should be Clients that were not housed during the night of the PIT AND were not previously interviewed during the Street Count.</li> <li>• Conducted at Meal Sites, Food Banks, Day Center, etc</li> <li>• Document in Worksheet</li> </ul> </li> </ul>				Parks	Bus or Train Stations	Under Bridges	Public Storage Locations	24-hr Businesses	Lots (Cars)
Parks	Bus or Train Stations								
Under Bridges	Public Storage Locations								
24-hr Businesses	Lots (Cars)								
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<b>Obtain Survey Tools</b>			
All Ohio BoSCoC communities MUST use the data collection tools supplied by COHHIO:			
<i>Sheltered Count Form</i> <i>Unsheltered Count Form</i> <i>Unsheltered Observation Form</i> <i>Service-Based Count Form</i>			
These tools can be found on the COHHIO website at:			
<a href="https://cohhio.org/member-services-2/boscoc/point-in-time-count/">https://cohhio.org/member-services-2/boscoc/point-in-time-count/</a>			
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### Volunteer Training Street Count – Safety First

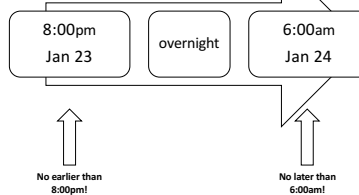
- Stay with assigned team in assigned area
- Carry a cell phone
- Don't wear much jewelry or expensive clothing
- Dress warm and comfortably
- Follow traffic laws
- Trust your instincts
- Don't enter abandoned buildings (unless instructed otherwise)
- Leave a situation where you and your team are not comfortable
  - If person becomes hostile or threatened, apologize and leave
  - Record in *Unsheltered Observation Form*

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### Volunteer Training General Notes Ohio BoSCoC 2018 Point-in-Time Street Count

Tuesday, January 23, 2018

8:00pm-6:00am



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### PIT Count Collection Tools

**OBSERVATION COUNT FORM** Use on: January 23, 2018 8:00am - 6:00am  
 Unsheltered Observation Count Form - Ohio BoSCoC 2018 Point-in-Time Count

Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

1. Please indicate why you are using the observation tool:

2. Total persons sleeping together in household (USE SEPARATE OBSERVATION FORMS FOR EACH HOUSEHOLD):

Person 1	Person 2	Person 3	Person 4	Person 5
Observed	Observed	Observed	Observed	Observed
Not Observed	Not Observed	Not Observed	Not Observed	Not Observed

3. Describe the sleeping location:

Person 1	Person 2	Person 3	Person 4	Person 5
Street	Street	Street	Street	Street
Public	Public	Public	Public	Public
Other	Other	Other	Other	Other

4. What is this person's age?

Person 1	Person 2	Person 3	Person 4	Person 5
0-17	18-24	25-34	35-44	45-54
55-64	65-74	75-84	85-94	95+

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### PIT Count Collection Tools

**UNSHeltered COUNT FORM** Use on: January 23, 2018 8:00am - 6:00am  
 Use for: Street Count Interview

Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

1. Where are you sleeping tonight? (Do not select more than one category)

Street or sidewalk	Vehicle (car, van, RV, truck)	Emergency shelter
Public	Shelter (not a hotel, motel, or inn)	Temporary housing
Shelter (not a hotel, motel, or inn)	Other (specify): _____	Homeless (not in a shelter, hotel, motel, or inn)
Other (specify): _____	Other (specify): _____	Other (specify): _____

2. Did another survey worker already ask you these same questions about where you are sleeping tonight?

3. Including yourself, how many people and children are there in your household? (Do not include in this count those who are homeless.)

4. How many people are there in your household who are homeless?

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### PIT Count Collection Tools

**Unsheltered Count Form**

1. How do you identify PIT count? (Check all that apply)

2. How do you identify PIT count? (Check all that apply)

3. How do you identify PIT count? (Check all that apply)

4. How do you identify PIT count? (Check all that apply)

5. How do you identify PIT count? (Check all that apply)

**Sheltered Count Form**

6. How do you identify PIT count? (Check all that apply)

7. How do you identify PIT count? (Check all that apply)

8. How do you identify PIT count? (Check all that apply)

9. How do you identify PIT count? (Check all that apply)

10. How do you identify PIT count? (Check all that apply)

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### PIT Count Collection Tools

**Unsheltered Count Form**

11. How do you identify PIT count? (Check all that apply)

12. How do you identify PIT count? (Check all that apply)

13. How do you identify PIT count? (Check all that apply)

14. How do you identify PIT count? (Check all that apply)

15. How do you identify PIT count? (Check all that apply)

**Sheltered Count Form**

16. How do you identify PIT count? (Check all that apply)

17. How do you identify PIT count? (Check all that apply)

18. How do you identify PIT count? (Check all that apply)

19. How do you identify PIT count? (Check all that apply)

20. How do you identify PIT count? (Check all that apply)

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## Volunteer Training General Notes

### Ohio BoSCoC 2018 Point-in-Time Service-Based Count Starts Wednesday, January 24, 2018

6:00am  
Jan 24

}

Until

}

5:00pm  
Jan 31

↑

No earlier than 6:00am!

↑

No later than 5:00pm!

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### PIT Count Collection Tools

**SERVICE-BASED COUNT FORM**

Use on: January 24 - 31, 2018 (Days following the Street Count)

Use for: Persons not identified during Street Count

Service-Based Count Form - Ohio BoSCoC 2018 Point-in-Time Count

Location: \_\_\_\_\_ County: \_\_\_\_\_

Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Health, my name is \_\_\_\_\_ and I'm a volunteer for (Ohio BoSCoC County). We are conducting a survey to count homeless people in provide better programs and services to them. Your participation is voluntary and your responses to questions will not be shared with anyone not associated with our survey. I need to read each question all the way through. Can I have about 10 minutes of your time?

Yes  No  (Think requested for their time and end survey)

1. Where did you sleep on the night of January 23rd? (Do not read categories. Select only one category.)

- Street or sidewalk
- Park
- Abandoned building
- Bus, train, station, airport
- Under overpasses
- Woods or outdoor encampment
- Other location specify \_\_\_\_\_

- Emergency shelter
- Transitional housing
- Motel/hotel paid for with cash/charitable funds
- Home or apartment
- Jail, hospital, treatment program

2. Did another volunteer or surveyor already ask you these same questions about where you were staying on that night?

3. Including yourself, how many people were there in your household, who were sleeping in the same location with you on that night?

1

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### PIT Count Collection Tools

**Service-Based Count Form**

1. What are your initials? (Person 1) \_\_\_\_\_

2. How many people did you count? (Person 1) \_\_\_\_\_

3. What are the initials of other people in your household? (Person 1) \_\_\_\_\_

4. How many people are you counting? (Person 1) \_\_\_\_\_

5. How many people are you counting? (Person 1) \_\_\_\_\_

6. How many people are you counting? (Person 1) \_\_\_\_\_

7. How many people are you counting? (Person 1) \_\_\_\_\_

8. How many people are you counting? (Person 1) \_\_\_\_\_

9. How many people are you counting? (Person 1) \_\_\_\_\_

10. How many people are you counting? (Person 1) \_\_\_\_\_

**Service-Based Count Form**

1. How many people are you counting? (Person 1) \_\_\_\_\_

2. How many people are you counting? (Person 1) \_\_\_\_\_

3. How many people are you counting? (Person 1) \_\_\_\_\_

4. How many people are you counting? (Person 1) \_\_\_\_\_

5. How many people are you counting? (Person 1) \_\_\_\_\_

6. How many people are you counting? (Person 1) \_\_\_\_\_

7. How many people are you counting? (Person 1) \_\_\_\_\_

8. How many people are you counting? (Person 1) \_\_\_\_\_

9. How many people are you counting? (Person 1) \_\_\_\_\_

10. How many people are you counting? (Person 1) \_\_\_\_\_

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### PIT Count Collection Tools

**Service-Based Count Form**

1. How many people are you counting? (Person 1) \_\_\_\_\_

2. How many people are you counting? (Person 1) \_\_\_\_\_

3. How many people are you counting? (Person 1) \_\_\_\_\_

4. How many people are you counting? (Person 1) \_\_\_\_\_

5. How many people are you counting? (Person 1) \_\_\_\_\_

6. How many people are you counting? (Person 1) \_\_\_\_\_

7. How many people are you counting? (Person 1) \_\_\_\_\_

8. How many people are you counting? (Person 1) \_\_\_\_\_

9. How many people are you counting? (Person 1) \_\_\_\_\_

10. How many people are you counting? (Person 1) \_\_\_\_\_

**Service-Based Count Form**

1. How many people are you counting? (Person 1) \_\_\_\_\_

2. How many people are you counting? (Person 1) \_\_\_\_\_

3. How many people are you counting? (Person 1) \_\_\_\_\_

4. How many people are you counting? (Person 1) \_\_\_\_\_

5. How many people are you counting? (Person 1) \_\_\_\_\_

6. How many people are you counting? (Person 1) \_\_\_\_\_

7. How many people are you counting? (Person 1) \_\_\_\_\_

8. How many people are you counting? (Person 1) \_\_\_\_\_

9. How many people are you counting? (Person 1) \_\_\_\_\_

10. How many people are you counting? (Person 1) \_\_\_\_\_

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### PIT Count Collection Tools

**SHELTERED COUNT FORM**      Use on January 23, 2018  
Use for Sheltered Count interview (non-HMS participating providers)

**Sheltered Count Form - Ohio BoSocC 2018 Point-in-Time Count**

Location: \_\_\_\_\_ County: \_\_\_\_\_

Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Type of program (circle one):  Emergency Shelter     Transitional Housing

1. How many people are you counting? (Person 1) \_\_\_\_\_

2. How many people are you counting? (Person 1) \_\_\_\_\_

3. How many people are you counting? (Person 1) \_\_\_\_\_

4. How many people are you counting? (Person 1) \_\_\_\_\_

5. How many people are you counting? (Person 1) \_\_\_\_\_

6. How many people are you counting? (Person 1) \_\_\_\_\_

7. How many people are you counting? (Person 1) \_\_\_\_\_

8. How many people are you counting? (Person 1) \_\_\_\_\_

9. How many people are you counting? (Person 1) \_\_\_\_\_

10. How many people are you counting? (Person 1) \_\_\_\_\_

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### PIT Count Collection Tools

**Service-Based Count Form**

1. How many people are you counting? (Person 1) \_\_\_\_\_

2. How many people are you counting? (Person 1) \_\_\_\_\_

3. How many people are you counting? (Person 1) \_\_\_\_\_

4. How many people are you counting? (Person 1) \_\_\_\_\_

5. How many people are you counting? (Person 1) \_\_\_\_\_

6. How many people are you counting? (Person 1) \_\_\_\_\_

7. How many people are you counting? (Person 1) \_\_\_\_\_

8. How many people are you counting? (Person 1) \_\_\_\_\_

9. How many people are you counting? (Person 1) \_\_\_\_\_

10. How many people are you counting? (Person 1) \_\_\_\_\_

**Service-Based Count Form**

1. How many people are you counting? (Person 1) \_\_\_\_\_

2. How many people are you counting? (Person 1) \_\_\_\_\_

3. How many people are you counting? (Person 1) \_\_\_\_\_

4. How many people are you counting? (Person 1) \_\_\_\_\_

5. How many people are you counting? (Person 1) \_\_\_\_\_

6. How many people are you counting? (Person 1) \_\_\_\_\_

7. How many people are you counting? (Person 1) \_\_\_\_\_

8. How many people are you counting? (Person 1) \_\_\_\_\_

9. How many people are you counting? (Person 1) \_\_\_\_\_

10. How many people are you counting? (Person 1) \_\_\_\_\_

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### PIT Count Collection Tools

**Sheltered Count Form**

Person 1	Person 2	Person 3	Person 4	Person 5
1. Name	1. Name	1. Name	1. Name	1. Name
2. DOB	2. DOB	2. DOB	2. DOB	2. DOB
3. Gender	3. Gender	3. Gender	3. Gender	3. Gender
4. Race	4. Race	4. Race	4. Race	4. Race
5. Ethnicity	5. Ethnicity	5. Ethnicity	5. Ethnicity	5. Ethnicity
6. Address	6. Address	6. Address	6. Address	6. Address
7. City	7. City	7. City	7. City	7. City
8. State	8. State	8. State	8. State	8. State
9. Zip	9. Zip	9. Zip	9. Zip	9. Zip
10. Phone	10. Phone	10. Phone	10. Phone	10. Phone
11. Email	11. Email	11. Email	11. Email	11. Email
12. Shelter	12. Shelter	12. Shelter	12. Shelter	12. Shelter
13. Date	13. Date	13. Date	13. Date	13. Date
14. Time	14. Time	14. Time	14. Time	14. Time
15. Count	15. Count	15. Count	15. Count	15. Count
16. Notes	16. Notes	16. Notes	16. Notes	16. Notes

**Unsheltered Count Form**

Person 1	Person 2	Person 3	Person 4	Person 5
1. Name	1. Name	1. Name	1. Name	1. Name
2. DOB	2. DOB	2. DOB	2. DOB	2. DOB
3. Gender	3. Gender	3. Gender	3. Gender	3. Gender
4. Race	4. Race	4. Race	4. Race	4. Race
5. Ethnicity	5. Ethnicity	5. Ethnicity	5. Ethnicity	5. Ethnicity
6. Address	6. Address	6. Address	6. Address	6. Address
7. City	7. City	7. City	7. City	7. City
8. State	8. State	8. State	8. State	8. State
9. Zip	9. Zip	9. Zip	9. Zip	9. Zip
10. Phone	10. Phone	10. Phone	10. Phone	10. Phone
11. Email	11. Email	11. Email	11. Email	11. Email
12. Shelter	12. Shelter	12. Shelter	12. Shelter	12. Shelter
13. Date	13. Date	13. Date	13. Date	13. Date
14. Time	14. Time	14. Time	14. Time	14. Time
15. Count	15. Count	15. Count	15. Count	15. Count
16. Notes	16. Notes	16. Notes	16. Notes	16. Notes

Thanks for taking the survey!

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### Volunteer Training General – How To Ask ?'s

- Try to start conversation casually
- Try not to seem scripted
- For unsheltered, please remember:
  - When encountering unsheltered homeless on the night of the PIT Count, always offer them a shelter bed or stay in hotel/motel, if available
  - Collect detailed contact information so that you can follow up and offer housing assistance where person is eligible and desires assistance
  - Any time unsheltered families with children are encountered, you MUST offer shelter, if available

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### 2018 PIT Count Timeline

Timeline for **Sheltered** PIT Count for HMIS participating providers:

- By January 12:
  - Run Data Quality Report and review for accuracy and completeness
- By January 19 (before the PIT Count):
  - Run Entry/Exit report to make sure entry/exits dates have been entered for all clients
- January 24-25 (after the PIT Count):
  - Run Entry/Exit report again to make sure entry/exit dates have been entered for all clients
- February 9:
  - COHHIO HMIS staff will pull reports for sheltered PIT data for January 23

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### 2018 PIT Count Timeline

Timeline for **Sheltered** PIT Count for non-HMIS participating providers:

- December 1-January 19:
  - Community organizes PIT Count, distributes count tools, and ensures that all survey workers are trained
- January 23-24:
  - Providers collect information on every client who stayed in their program on the night of January 23
- By February 2:
  - Submit all forms to the HIC/PIT County Contact
- By February 7:
  - County Contact submits forms (with cover sheet) to COHHIO

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<b>2018 PIT Count Timeline</b>				
Timeline for <b>Unsheltered</b> PIT Count:				
<ul style="list-style-type: none"> <li>• December 1-January 19:                             <ul style="list-style-type: none"> <li>• Community organizes PIT Count, distributes count tools, and ensures that all survey workers are trained</li> </ul> </li> <li>• January 23 from 8:00pm-6:00am:                             <ul style="list-style-type: none"> <li>• Community conducts Street Count</li> </ul> </li> <li>• January 24-31:                             <ul style="list-style-type: none"> <li>• Community conducts Service-Based Count</li> </ul> </li> <li>• By February 2:                             <ul style="list-style-type: none"> <li>• All count forms due to HIC/PIT County Contact</li> </ul> </li> <li>• By February 7:                             <ul style="list-style-type: none"> <li>• County Contact submits forms (with cover sheet) to COHHIO</li> </ul> </li> </ul>				
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Mail <u>all</u> PIT Count Forms and Cover Sheet to:				
Erica Mulryan COHHIO 175 S. Third St., Suite 580 Columbus, OH 43215				
Remember to make copies of all forms before mailing and keep the copies in a secure location.				
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HIC/PIT correspondence should be directed to: <a href="mailto:ohioboscoc@cohhio.org">ohioboscoc@cohhio.org</a>				
HMIS correspondence should be directed to: <a href="mailto:hmis@cohhio.org">hmis@cohhio.org</a>				
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<b>Additional Information</b>				
<ul style="list-style-type: none"> <li>• Questions regarding HMIS data should be directed to the COHHIO HMIS staff at:  <a href="mailto:hmis@cohhio.org">hmis@cohhio.org</a> </li> <li>• Question regarding the HIC/PIT Process should be directed to COHHIO CoC staff at:  <a href="mailto:ohioboscoc@cohhio.org">ohioboscoc@cohhio.org</a> </li> </ul>				
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**Additional Information**

- HUD Guidance on conducting PIT Counts:  
<https://www.hudexchange.info/programs/hdx/guides/pit-hic/#general-pit-guides-and-tools>
- Ohio BoSCoC 2018 HIC/PIT Count Guidance:  
[http://cohhio.org/information\\_resource/training\\_materials](http://cohhio.org/information_resource/training_materials)

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**Additional Information**

- HUD Guidance on conducting PIT Counts:  
<https://www.hudexchange.info/programs/hdx/guides/pit-hic/#general-pit-guides-and-tools>
- HUD Model PIT Count Surveys for Youth Experiencing Homelessness:\*

\*not required as part of the Ohio BoSCoC 2018 PIT Count  
<https://www.hudexchange.info/resource/5183/model-pit-count-surveys-for-youth-experiencing-homelessness/>

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**Ohio BoSCoC Youth PIT Count Planning**  
November 30, 2017  
10:00am

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**COHHIO**  
175 South Third Street, Suite 580  
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(614) 280-1984

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