POINT-IN-TIME COUNT PLANNING WORKSHEET

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CoC NUMBER AND NAME:_____

PIT COUNT COORDINATOR: _____

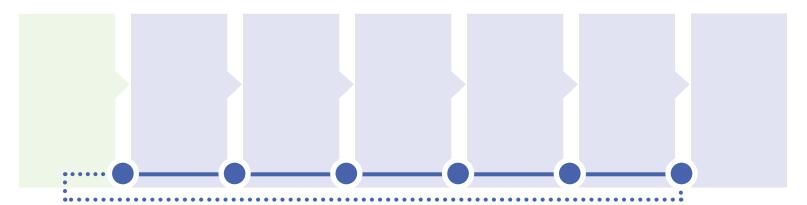PIT COUNT YEAR: _____

ABOUT THE TOOL

The Point-in-Time (PIT) Count Planning Worksheet can assist communities in planning for and conducting their point-in-time counts. The document provides a list of all the major steps in planning the count, and offers a way to record information on major decisions related to the count. This calendar-based planning tool is meant to guide CoCs and ensure they are considering all aspects of the PIT count and meeting the HUD PIT Count Standards.

INSTRUCTIONS

A staff member from the Collaborative Applicant should be responsible for referencing and updating the Point-in-Time Count Planning Worksheet during the entire PIT count process (e.g., planning, execution, and debriefing). CoCs should adapt the worksheet as needed to ensure that it meets the planning needs of their CoC.

If additional space is needed, it may be necessary and helpful to expand upon this document by creating a written plan that is updated annually. This will ensure that the entire PIT count process is clearly documented.
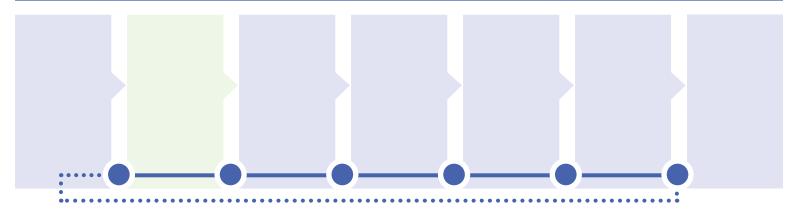
POINT-IN-TIME COUNT PLANNING WORKSHEET

ESTABLISH PRIMARY PIT COORDINATING COMMITTEE that is a subcommittee of the CoC. Members include:

ESTABLISH SUBCOMMITTEES focused on specific areas of count. May include, but are not limited to, any of the following areas:

- Methodology, Data Analysis and Reporting
- People who Have Experienced Homelessness
- Unsheltered Populations
- Homeless Youth, Students, and Families

- Domestic Violence and Sexual Assault Survivors
- Homeless Veterans
- Volunteers
- Media and Public Relations
- Government Relations

SUBCOMMITTEE:	SUBCOMMITTEE:	SUBCOMMITTEE:
GOAL/TASKS OF SUBCOMMITTEE:	**GOAL/TASKS OF SUBCOMMITTEE:**	**GOAL/TASKS OF SUBCOMMITTEE:**
MEMBERS:	**MEMBERS:**	**MEMBERS:**

REVIEW *HUD PIT Count Methodology Guide*

SELECT PIT COUNT DATE AND TIME

Select a date for the PIT count between January 22 and January 31 and clearly identify which night will serve as the "night of the count." *(PIT Count Methodology Guide – "Considerations and Requirements for Selecting a Date and Time," pp. 23-24)*

- Select a single night for the PIT count & Housing Inventory Count (HIC) _____
- Day(s) of count _____
- If using the Night of the Count method, what hours will the unsheltered count occur?
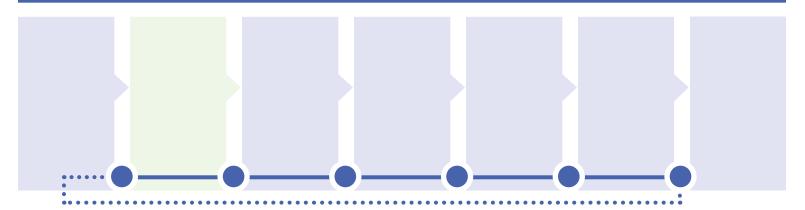
    _____

DETERMINE METHODOLOGY

Review HUD guidance to determine the most appropriate methods for conducting the sheltered and unsheltered counts in the CoC. Final PIT count methodology must be approved by the CoC in accordance with the CoC's governance charter.

Considerations in determining above methodology

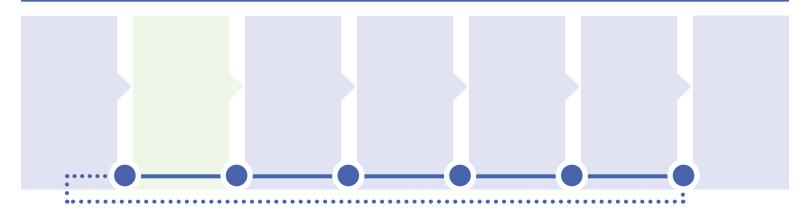Define and describe the geographic area the CoC covers.

Identify which Consolidated Plan jurisdictions fall within the CoC's geographic area.

Identify specific geographic areas that must be included in the PIT count, e.g., cities, towns, counties, districts, neighborhoods.
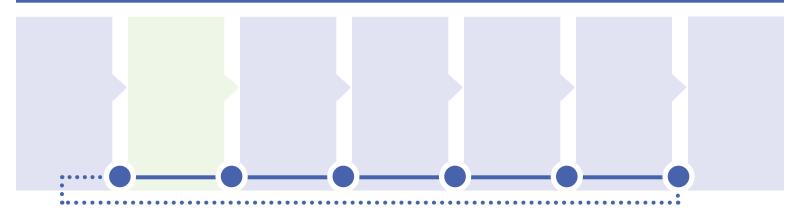
- Assess the amount of resources available in the CoC to count and survey all unsheltered people on the night of the count.

- Examine data from HMIS participating projects to determine if coverage and completeness are sufficient for deriving the sheltered PIT count.

- **Sheltered Count** *(PIT Count Methodology Guide, pages 14-16, 44-46)*
  Use one or more of the following approaches:

  - Complete census count?   Yes   No
  - Random sample and extrapolation?   Yes   No
  - Non-random sample and extrapolation?   Yes   No
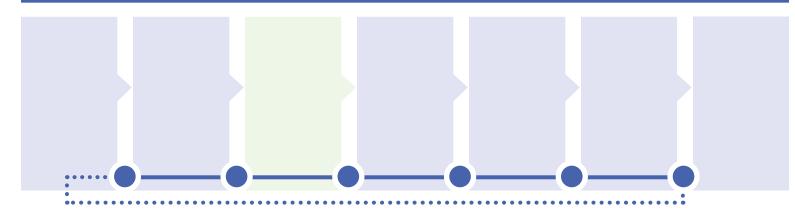 - Combination approach?   Yes   No

Rationale:

- **Unsheltered Count** *(PIT Count Methodology Guide, pages 17-19)*

  Use one or more of the following approaches:

  Night of the count:

  - Complete coverage count?   Yes   No
  - Known locations count?   Yes   No
  - Random sample of areas count?   Yes   No

  Service-based count   Yes   No

  Combination approach   Yes   No

Rationale:

CoC BOARD APPROVAL OF PIT COUNT DATA AND METHODOLOGICAL APPROACH:

_____

POINT-IN-TIME COUNT PLANNING WORKSHEET
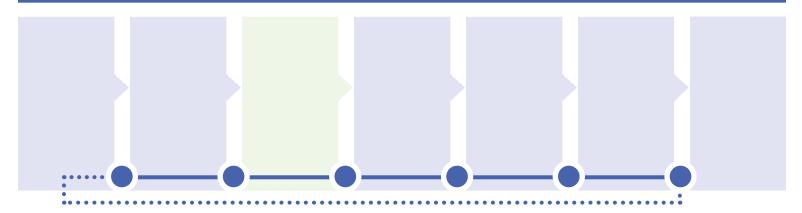
REVIEW HIC/PIT COUNT ANNUAL NOTICE

IDENTIFY & CONFIRM ALL SHELTERED COUNT LOCATIONS

- Create list of emergency shelters, Safe Haven, and transitional housing projects in the CoC as identified in the previous Housing Inventory Count (HIC).

- Add any new projects that were not included in the previous year's HIC.

- Determine which sheltered count locations will use HMIS for their sheltered count and which will use paper surveys.
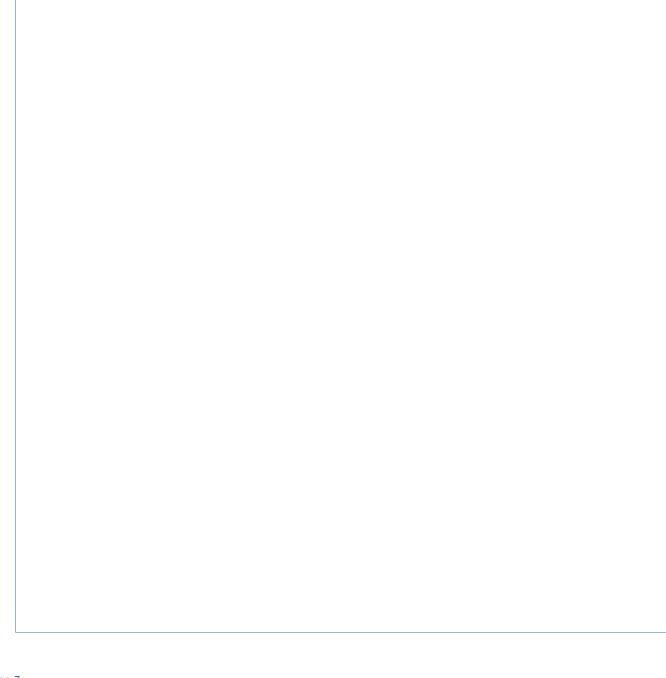
IDENTIFY & CONFIRM UNSHELTERED COUNT LOCATIONS

- Identify and map the specific geographic areas to be included in the unsheltered count based on the unsheltered methodology, e.g., by name list of places, street intersections, bridges, abandoned buildings, campsites, etc.
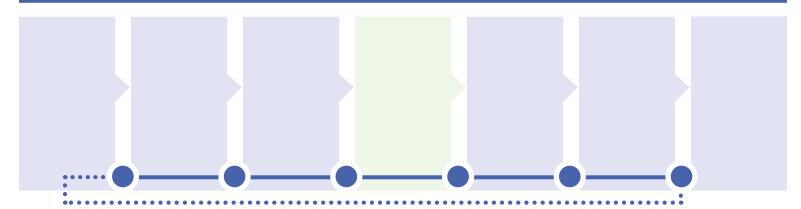
- Identify and list the geographic areas to be excluded from unsheltered count, if applicable.
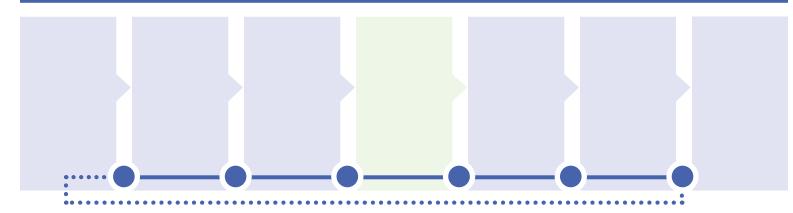
POINT-IN-TIME COUNT PLANNING WORKSHEET

DEVELOP SURVEYS

- At a minimum, include all information required by HUD as published in its current *Notice for Housing Inventory Count (HIC) and Point-in-Time (PIT) Data Collection for Continuum of Care (CoC) Program and the Emergency Solutions Grants (ESG) Program* after HUD has issued updated data collection guidance. Sample surveys can be found here: *https://www.hudexchange.info/resource/3322/point-in-time-survey-tools/*

- Decide if additional information, beyond what is required by HUD, will be collected based upon the needs of the CoC. Describe below.
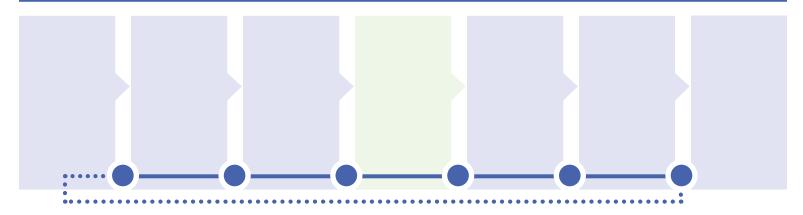
- Determine a consistent methodology in which surveys will be administered for sheltered and unsheltered populations, including privacy and safety of participants and survey administrators.

- Test the survey instrument with people experiencing homelessness and volunteers to check for comprehension and consistency.

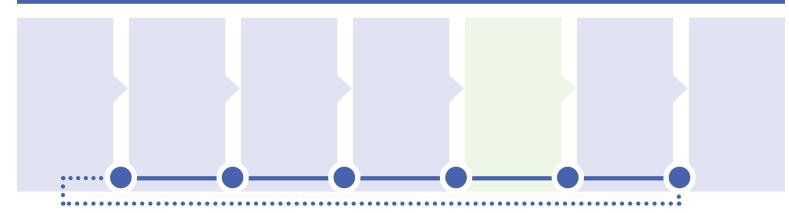### DEVELOP VOLUNTEER RECRUITMENT & DEPLOYMENT PLAN

- List volunteer roles and number of volunteers for each role needed to execute the PIT count. Describe how volunteers will be recruited.

POINT-IN-TIME COUNT PLANNING WORKSHEET

- Describe volunteer logistics and deployment on night of count.
    - Designate staging areas
    - Leaders
    - Command center
    - Communication plan
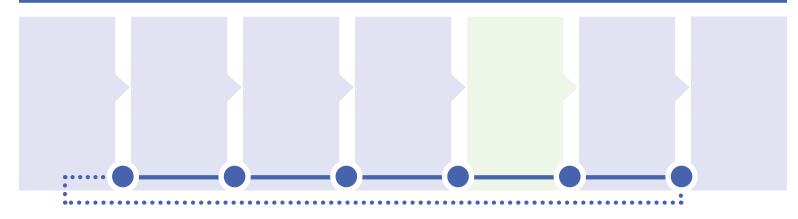
SECURE INCENTIVES TO PROVIDE TO HOMELESS PEOPLE WHO PARTICIPATE IN THE PIT COUNT, IF APPLICABLE *(PIT Count Methodology Guide, page 27)*

INCENTIVE/DONATION	PROVIDED BY

- If people experiencing homelessness or who are formerly homeless will be participating as volunteers, determine if stipends or other incentives will be provided and policies for administering them.
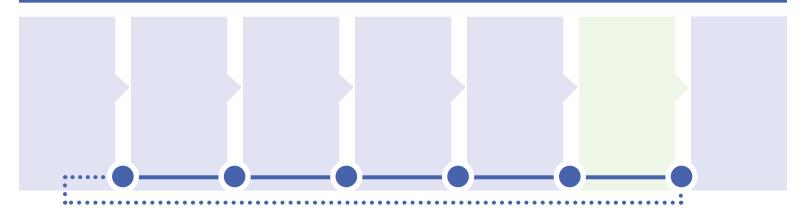
POINT-IN-TIME COUNT PLANNING WORKSHEET

SET TRAINING DATES

- List training dates and times for specialized groups or general volunteer training.

TRAINING	TRAINING DATE(S)	TRAINER(S)	TRAINING MODE (IN-PERSON, WEBINAR, RECORDING, ETC.)

- Develop trainings based on the PIT count methodologies and volunteer roles.
  (PIT Count Methodology Guide, pages 37-39)

- Assign the geographic areas to teams of interviewers. Clearly mark boundaries of neighboring CoCs. Ensure enumeration areas are not overlapping.
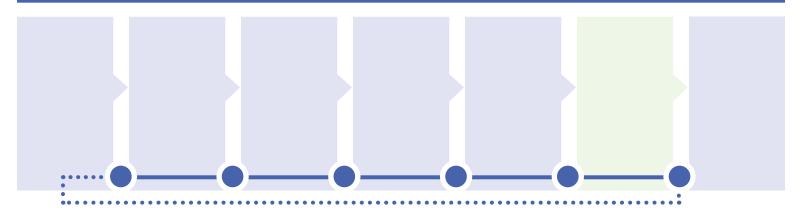
PUBLICIZE THE COUNT

- Describe communication strategies for conducting the count and announcing the results of the count, e.g., designated phone number, listserv, e-mails, press release, etc.
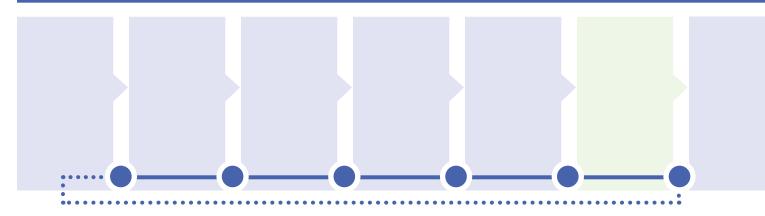
POINT-IN-TIME COUNT PLANNING WORKSHEET

- Designate and list spokesperson(s)/liaison(s) for media, consolidated plan jurisdictions, CoC members, people experiencing homelessness if special events are being held, community stakeholder groups such as hospitals, mental health providers, advocacy organizations, etc.
  (PIT Count Methodology Guide, page 27)

GROUP	COMMUNICATION POINT-OF-CONTACT
MEDIA	
CONSOLIDATED PLAN JURISDICTIONS	
COC MEMBERS	

CONDUCT VOLUNTEER INTERVIEWER TRAININGS

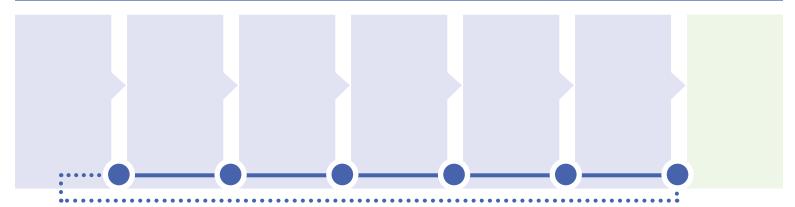**CONDUCT THE PIT COUNT** *(during the last 10 calendar days in January)*

- **Sheltered Count**
  - If HMIS has sufficient coverage and completeness, generate the PIT count from the HMIS. If PIT count is conducted using HMIS, hold a meeting in advance with HMIS Administrator to ensure plan is in place. *(PIT Count Methodology Guide, pages 41-43)*

  - For shelters that do not input complete data into HMIS or domestic violence providers, administer project and/or client surveys to obtain required information. Provide due date for providers to submit data to CoC using method identified. *(PIT Count Methodology Guide, page 44)*
  - Deploy interviewers to shelters using paper surveys if requested by providers.

- **Unsheltered Count**
  - Deploy interviewer to designated geographic areas, using the guidance provided in the volunteer interviewer training.
  - During the count, check in to ensure that the areas have adequate coverage and assign additional interviewers as needed.

COLLECT THE COMPLETED SURVEYS FROM INTERVIEWERS USING THE METHOD IDENTIFIED BY THE CoC *(PIT Count Methodology Guide, page 66)*

REVIEW SURVEYS FOR DATA QUALITY AND ORGANIZING THEM TO PREPARE FOR DATA ENTRY *(PIT Count Methodology Guide, page 67)*

CODE SURVEYS IF USING STATISTICAL ANALYSIS SOFTWARE *(PIT Count Methodology Guide – "Coding Responses," pages 67-68)*

ENTER DATA INTO STATISTICAL ANALYSIS SOFTWARE OR DATABASE

FIND AND CORRECT DATA ENTRY OR DATA COLLECTION ERRORS *(PIT Count Methodology Guide, pages 69-70)*

SECURELY STORE AND/OR DISPOSE OF SHELTERED AND UNSHELTERED SURVEYS *(PIT Count Methodology Guide, pages 71)*

FIND AND REMOVE DUPLICATE RECORDS THAT RELATE TO THE SAME PERSON IN THE PIT COUNT USING ONE OR MORE OF THE THREE IDENTIFIED METHODS *(PIT Count Methodology Guide, pages 71-72)*
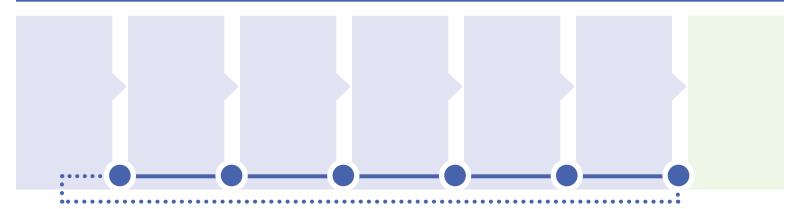
ANALYZE THE DATA TO DETERMINE THE PIT COUNT FOR SHELTERED AND UNSHELTERED POPULATIONS *(PIT Count Methodology Guide, page 73)*

ENSURE THAT THE HIC AND PIT SHELTERED COUNT ARE IDENTICAL

SHARE DATA RESULTS WITH PIT COMMITTEE, CoC BOARD AND MEMBERS

SUBMIT PIT AND HIC DATA THROUGH HUD'S HDX *(PIT Count Methodology Guide, page 73)*

USE INFORMATION FROM THE PIT COUNT TO ASSIST PEOPLE EXPERIENCING HOMELESSNESS THROUGH ENHANCED OUTREACH AND TRIAGING EFFORTS AND ADAPTING THE CoC'S RESOURCES TO MEET THE NEEDS OF CERTAIN POPULATIONS
(PIT Count Methodology Guide, page 74)

RELEASE PIT COUNT DATA TO THE COMMUNITY USING FORMAL (MEDIA) AND INFORMAL MEANS

PROVIDE FEEDBACK TO VOLUNTEERS IN APPRECIATION FOR THEIR EFFORTS

HOLD PIT COUNT DEBRIEF MEETING WITH PIT COORDINATORS AND LEADERS

Changes for next year's PIT count. Note successes and areas for improvement for next year.