

# 2021 Point-in-Time Count Kickoff Webinar

Presented by:  
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December 17<sup>th</sup>, 2020

# POINT IN TIME 2021 – INTRODUCTION

**Date:** Wednesday, January 27th, 2021

The Point-in-Time (PIT) Count is a report required by the Housing and Urban Development authority (HUD) as part of our CoC's funding. It provides the data needed to understand the number and characteristics of people experiencing homelessness in a region in a specific day of the year. This data can help communities plan strategies to best meet the needs of people experiencing homelessness in their communities.

## **Who conducts and participates in the count?**

- IHCD oversees the count for the Balance of State (BoS) and reports results to HUD
- The Indiana BoS is divided into 16 regions. Each region has a designated Point in Time coordinator who is responsible for organizing the details of the regional count

# UPDATES FROM HUD IN RESPONSE TO THE COVID-19 PANDEMIC

- Due to COVID-19 pandemic, our CoC can request exceptions to the Point In Time Report submission. Guidance-[Conducting the 2021 PIT Unsheltered PIT Count](#)
- The sheltered count will be conducted as usual for HMIS and non-HMIS participating agencies
- The unsheltered count will have some modifications for 2021 to ensure the safety of volunteers and people experiencing homelessness
- HUD is extending the allowable counting period to 14 days. Our BoS recommends conducting the count between 2 and 4 days.
- For the unsheltered count, HUD is requesting CoCs ensure volunteers have Personal Protective Equipment (PPE) such as masks, gloves, face shields, etc.
- HUD wants to know if the unsheltered population increased or decreased. The data we gather might not compare directly to previous years.

# 2021 POINT IN TIME GUIDANCE FROM THE INDIANA BALANCE OF STATE COC BOARD

- The BoS CoC will have an unsheltered and sheltered count in 2021.
- Regions will have the option to opt out from the unsheltered count if their area is quarantined or public officials have advised against participating:
  - Regions must communicate this update to the HMIS team via email by **January 26th, 2021**. Regions need to submit their request to the Help Desk to be approved for the exemption
  - Every region will be required to fill out the 2021 Regional PIT Count Plan jot form by **1/8/2021**. These templates will be sent out via email to PIT coordinators and help IHCDCA determine how each region will affect the count
- Regions are required to implement the following actions in their PIT count:
  - Provide waivers to volunteers
  - Provide Personal Protective Equipment (masks, gloves, etc.)
  - Work with public health officials on training all on safety and precautions

# HOW TO SUBMIT AN EXCEPTION

- Your region can choose to opt out from the unsheltered count if the area is quarantined or public officials have advised against it.
- Regions must communicate the HMIS team by **January 26th, 2021** to be approved for the exception.
- The following information needs to be sent to [HMIShelpdesk@ihcda.in.gov](mailto:HMIShelpdesk@ihcda.in.gov)
  - PIT Coordinator's name, Regional Chair's name, rationale for opting out of unsheltered count
  - Please CC your Regional Chair on this request
- IHCDA Staff will review and respond with an approval via email. Please keep this approval for your records.
- Please note your region will still be required to conduct a sheltered count.

# CSBG FUNDING FOR PIT ACTIVITIES

- CSBG funds are being made available to each region this year
- IHCD mini-grants- flexible funding up to 25K
- Allocation formula is based on the funding availability of the CSBG grant and your regions total PIT count percentage from 2020
- Grant is working with IHCD Legal and Community Programs divisions on getting contracts out to PIT coordinators
- HMIS Data entry for surveys will be completed by PIT coordinators
- IHCD will not provide Gleaners incentive bags this year to reduce contact and decrease risk of transmission of the COVID-19 virus
- You can use this funding for the following activities
  - CoC Planning- PPE, incentives, technology, etc.
  - Street Outreach-only if staff are doing SO activities like outreach and engagement but not if they are merely observing and counting, and they can provide PPE to people they are counting who are experiencing homelessness
  - HMIS Data Entry
  - Admin-PPE for staff and volunteers
  - Marketing
  - Liability waiver activities

# WAIVERS

- IHEDA staff and CoC Board are not responsible for individuals who test positive because of this event
- They must come from your organization and state the liability falls on your organization
- They must include language about COVID-19 and the risk they are taking in this count (e.g., close contact, being exposed, etc.)
- Should also include other liability around volunteering for such event
- Funding for development of these waivers can be claimed through the PIT funding that will be made available to each region
- You can review these examples, but you should probably consult your own legal counsel for implementation
  - [2020 PIT Count Volunteer Release and Confidentiality Form](#)
  - [Austin/Travis County 2020 PIT Count Volunteer Release Confidentiality Form](#)

# PERSONAL PROTECTIVE EQUIPMENT

- PPE includes but is not limited to face masks, face shields, gloves, N95, etc.
- IHCD can provide funds for Personal Protective equipment
  - Elby sent email on 12/17 to regional chairs. For more information, you can coordinate with your regional chair.
- HUD has provided guidance to minimize the risk of COVID-19 during the count:
  - Decrease face-to-face interaction with clients
  - Decrease the number of volunteers who need to work in physical proximity
  - Provide personal protective equipment for volunteers'
  - Design volunteer processes that minimize close contact
- According to HUD's guidance on conducting an unsheltered count for 2021, "CoC should ask all volunteers to bring masks and wear them for the duration of the count and other volunteer efforts."



# HOW TO WORK WITH VOLUNTEERS FOR THE 2021 UNSHELTERED PIT COUNT

- Avoid using volunteers who are at high risk of contracting COVID-19, including persons age 65 or older
- Minimize the exposure of people who are at high risk and want to participate in the unsheltered count
  - e.g., entering data from surveys collected
- Remote trainings and physical distancing may mean new volunteers may express interest in participating
- You may heavily rely on staff to serve as volunteers
- You could partner to coordinate multi-day counts
- IHCD staff will include ISDH on PIT volunteer webinar, on 1/14/21, to train on safety and precautions

[Conducting the 2021 Unsheltered Count HUD guidance](#)

# SHELTERED COUNT

- Organizations who use HMIS and/or DV ClientTrack need to make sure their census is accurate by the date of the count.
  - Identify duplicates and ask the Help Desk to merge them
  - Make sure children are enrolled appropriately
    - Sometimes children who are in a household with their guardians are enrolled by themselves by mistake and they show in households with only children instead of households with children
    - Sometimes children in households with at least one adult and one child are not exited correctly, living children by themselves in the household when the adult was exited from the project
  - Run a data quality report for your ES and/or TH programs by following the [How to Run a HUD Data Quality Report](#) and [How to Clean Up Your HUD Data Quality Report](#)

# 2021 MODIFIED POINT-IN-TIME SURVEY

- Shorter, 2-5 minutes max to complete
- We will not ask questions to determine chronic homelessness
  - Number of times and months they have been homeless in the last three years
- We will not ask questions about barriers
- We will not ask about veteran status
- We can use one survey for up to 5 people
- To avoid deduplication
  - Ask if they have taken this survey before
  - Ask for their first and last name OR first name and last name initial, OR initials
  - Date of birth or year of birth
  - You do not need to collect last four social security digits of SSN if they provided date of birth and name
- The survey will be sent to PIT coordinators on 12/18/2020. Feedback can be sent to the Help Desk by 1/1/21

# WHEN ARE WE USING PAPER SURVEYS?

- Emergency Shelters and Transitional Housing that have access to HMIS/ClientTrack, will **NOT** complete paper surveys. Data is pulled from the systems.
- Emergency Shelters and Transitional Housing on HIC without access to HMIS/ClientTrack, **WILL** complete paper surveys.
- Paper surveys **WILL** be used for unsheltered count.

# METHODOLOGY OPTIONS FOR CONDUCTING THE UNSHELTERED COUNT

METHODOLOGY	PROS	CONS
<b>Head Count</b>	Reduces contact and exposure to clients	It needs to be done during hours where people would be sleeping (during the night or early morning)
	Shorter survey	Survey responses need to be very detailed to avoid duplication
	It can be done in a longer time period	People conducting the head count need to be familiar with common sleeping places
<b>Short Survey</b>	Can be done anytime during the day	It should be done between no more than 2 to 4 days after the night of the count
	Easier to use to avoid duplication	Increases contact and exposure to clients

# 2020-2021 TIMELINE

DUE DATE	ITEM
Wednesday, November 4 <sup>th</sup> , 2020	HIC Kickoff Office Hours. Daniella sent 2021 HIC Survey Monkey
Thursday, December 17 <sup>th</sup> , 2020	Point-in-Time Kickoff webinar.
Wednesday, December 23 <sup>rd</sup> , 2020	Deadline to submit your response to the HIC 2021 survey per project
Friday, January 1 <sup>st</sup> , 2021	Deadline to send your thoughts on the 2021 PIT survey
Thursday, January 14 <sup>th</sup> , 2021	Point-in-Time Volunteer Training
Tuesday, January 26 <sup>th</sup> , 2021	Deadline to request for PIT exception(s)
Wednesday, January 27 <sup>th</sup> , 2021	PIT Count
Friday, January 29 <sup>th</sup> , 2021	Point-in-Time Data Entry Training
Friday, February 19 <sup>th</sup> , 2021	Deadline to enter unsheltered data and make sure your data in HMIS/DV for the sheltered count is complete and accurate

# IHCDA POINT-IN-TIME CONTACTS

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THANK YOU FOR  
ATTENDING! 😊

Presentation and webinar  
recording will be sent to all  
attendees and PIT  
Coordinators