



Basics of Unsheltered Point-in-Time Counts

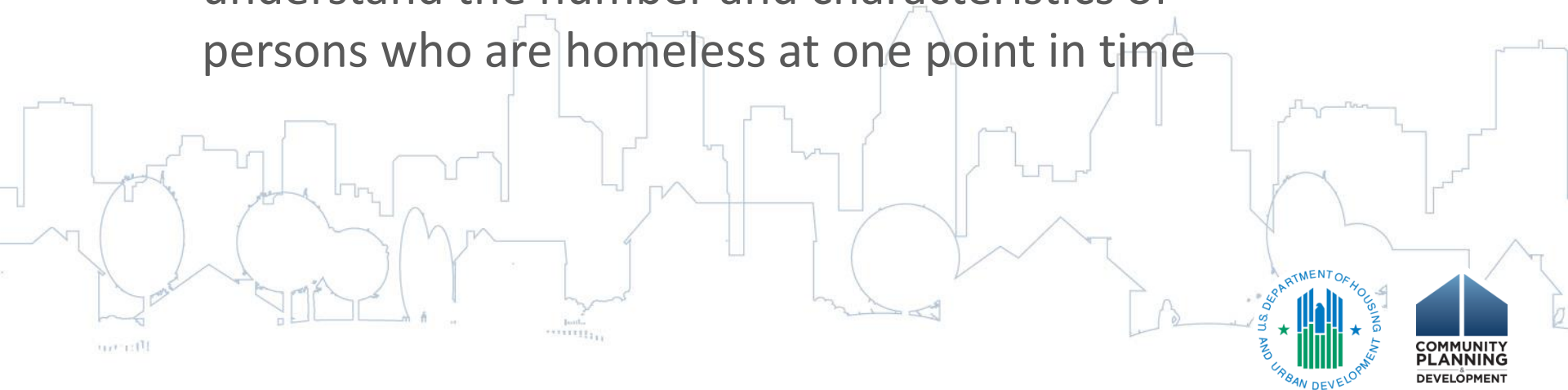
William Snow
September 22, 2016



The HIC and PIT Count

The Housing Inventory Count (HIC) is a report that informs the homeless assistance community on the capacity to house persons who are homeless at local and national levels

The Point-in-Time (PIT) Count provides the homeless assistance community with data needed to understand the number and characteristics of persons who are homeless at one point in time

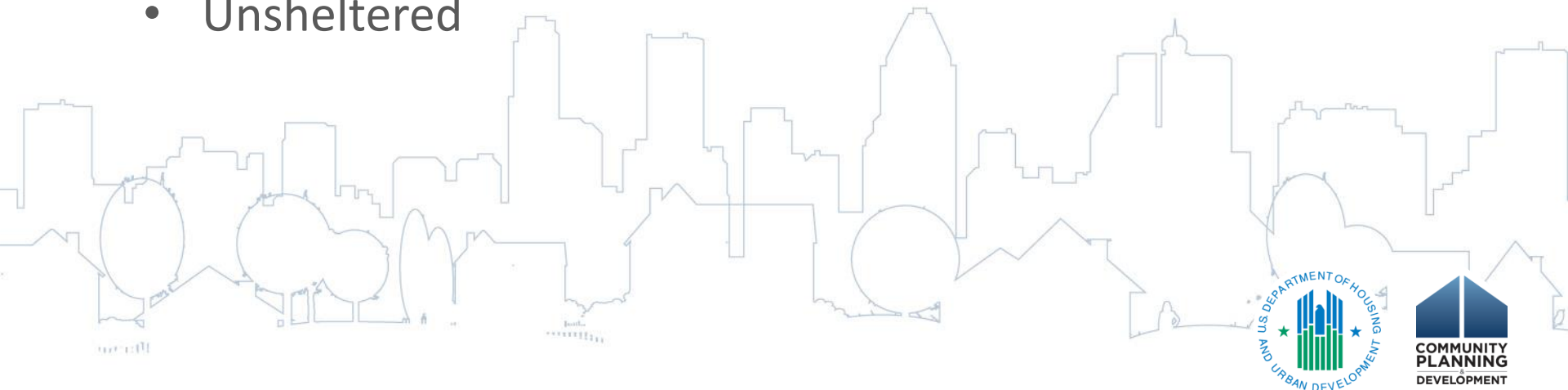


PIT Count Overview

CoCs are responsible for planning and conducting, at least biennially, a PIT count of homeless persons within the geographic area that meets HUD's requirements

PIT count has 2 core components:

- Sheltered
- Unsheltered

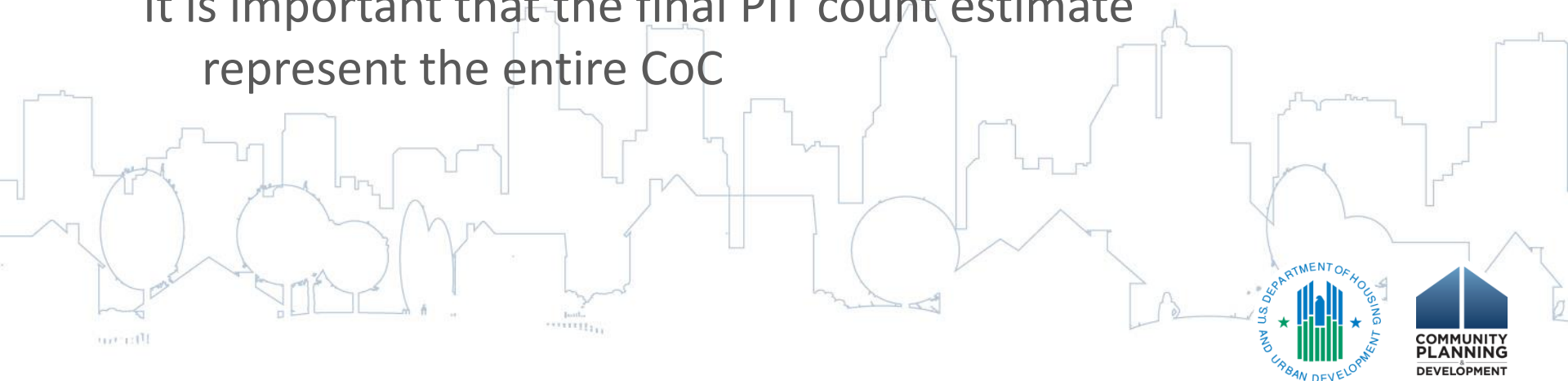


Unsheltered PIT Counts

The count can either be conducted through:

- **census methods** (i.e., physically covering the entire CoC geography) or
- **sampling methods** (i.e., counting portions of a CoC and extrapolating to create an estimate for the remainder of the geography)

It is important that the final PIT count estimate represent the entire CoC



Unsheltered PIT Count Methodologies

There are a core set of approved unsheltered PIT count methodologies.

- Night of the count – complete coverage (i.e., census)
- Night of the count – known locations
- Night of the count – random sample
- Service-based count

Selecting the method depends on several factors including:

- Available resources
- Geography size



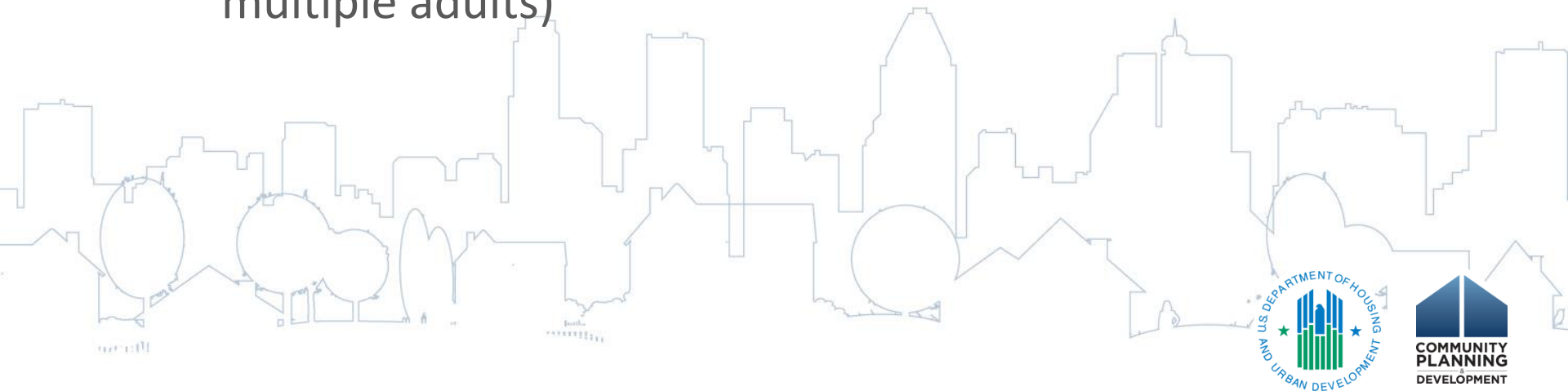
Changes in 2017: HIC

1. DEM project type – removed
2. McKinney-Vento funding – expanded to include different funding types (not merely yes or no)
3. Recognition of VA's GPD Transition in Place projects as an "Other Permanent Housing" (OPH) project type instead of "Transitional Housing" (TH)
4. Clarification that youth dedicated beds should include beds dedicated to both unaccompanied and parenting youth
5. New field called "Housing Type" that combined the TH Unit Type field and the scattered site field from the address section of the HIC



Changes in 2017: PIT Count

1. Gender response categories expanded to include “Don’t’ identify as male, female, or transgender”
2. Reporting chronic homelessness by household type
3. Clarifying that when reporting on chronically homeless households all members of the household should be counted (even for households with multiple adults)



2017 PIT Count: Baseline Year for Homeless Youth

2017 will be the baseline year for PIT count data for tracking progress towards ending youth homelessness

PIT count data will only be one of many important data sources for identifying homeless youth

Identifying homeless youth in the PIT count has been a challenge and we have seen communities make great progress in the past few years

Success is in building partnerships with key actors including schools, youth providers, and child welfare

Several resources for identifying homeless youth will be made available from HUD, NAEH, VoYC, NN4Y, etc.



PIT Count Resources

Primary Site for HUD's PIT and HIC Resources:

- [PIT and HIC Guides, Tools, and Webinars](#)

A few notable resources

- [Notice CPD-16-060: 2017 HIC and PIT Data Collection for CoC and ESG Programs](#)
- [Point-in-Time Count Methodology Guide](#)
- [Point-in-Time Count Implementation Tools](#) (this site includes the Extrapolation Tool)
- [Point-in-Time Survey Tools](#)





THE WV BALANCE OF STATE CONTINUUM OF CARE

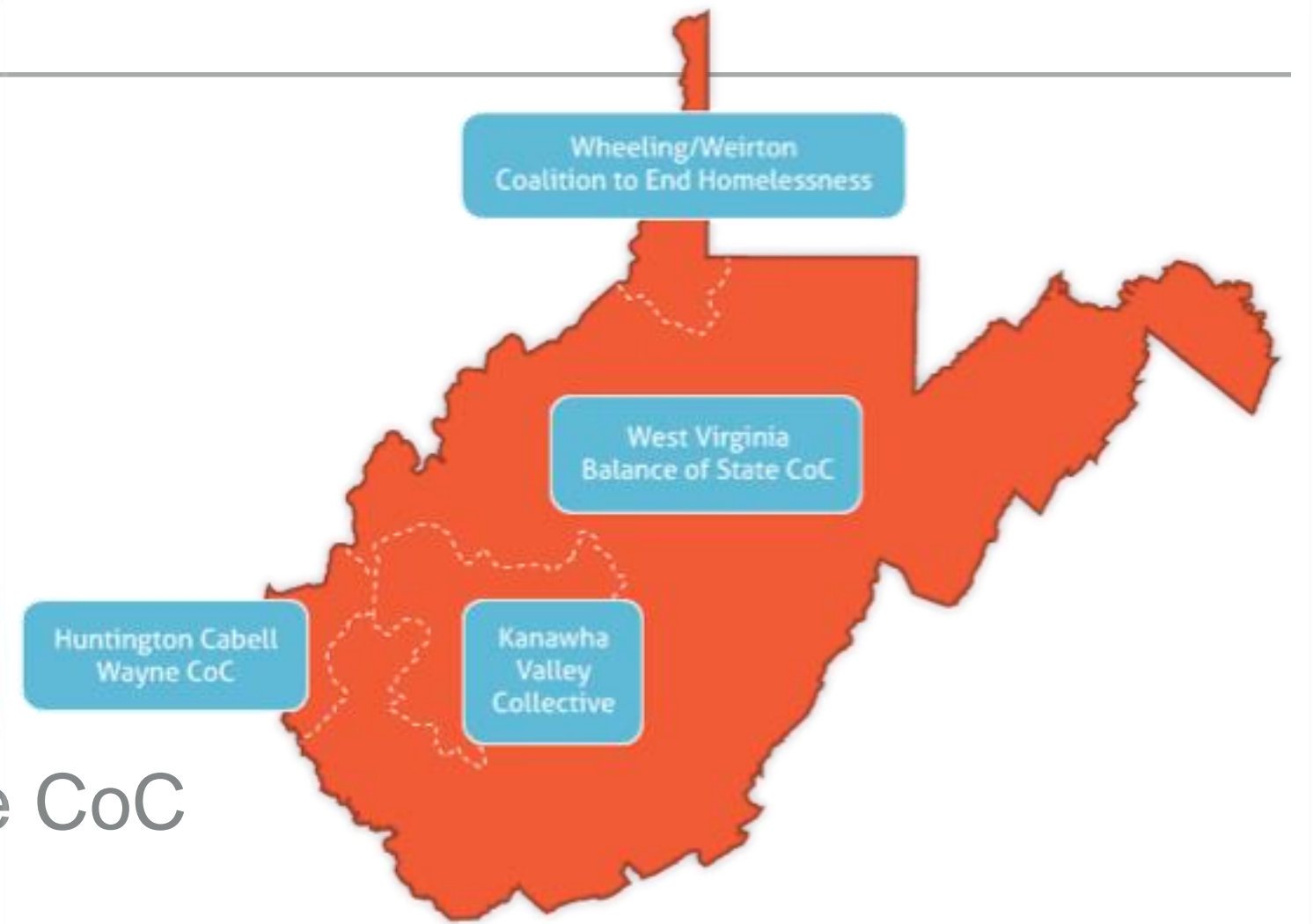
RURAL PIT COUNTING

AMANDA SISSON, ASSISTANT DIRECTOR

TWITTER: @AMANDYSSISSON @WVCOEH

WHO WE ARE

- ▶ State Coalition
- ▶ Balance of State CoC
- ▶ HMIS for Balance of State CoC
- ▶ SOAR State Lead
- ▶ ESG Rapid Re-housing and PATH Street Outreach in 22 counties
- ▶ Believers in Being Cool, Housing First, Failing, and Improving



MY PERSPECTIVE ON THE PIT

If your CoC is doing outreach, prioritization and utilizing a BNL on an on-going basis, then the PIT should be a very simple activity.

PIT COUNT – RURAL CHALLENGES

- ▶ **Geography**
- ▶ **Area**
- ▶ **Not in my back yard**
- ▶ **Uniformity**

PLANNING FOR YOUR PIT

- ▶ Determine methodologies that works for each community.
 - ▶ Rural CoCs need to use a combination of Service-Based Counts, HMIS, street canvases, and BNL data to complete an accurate PIT.
- ▶ Design the survey instruments.
- ▶ Train your communities
- ▶ Use HMIS.
- ▶ Analysis after the count.

PLANNING

- ▶ Designate the PIT date early in the Fall. Set a due date for surveys to be returned.
- ▶ Ask communities to Save the Date.
- ▶ Put the onus on our CoC-funded & ESG projects to lead the charge in their communities.
- ▶ Review HUD PIT Guidance
- ▶ Plan for CoC staff to be on-site across the CoC during the PIT.
- ▶ Care packages/incentives
- ▶ Contingency plan with an alternative date!

DATA COLLECTION METHODS

Sheltered	Unsheltered
Emergency Shelters Hotel/Motel Vouchers Transitional Housing Programs Supportive Housing Programs HMIS	Street Count Public places count Outreach Events Service-Based Screen/Interviews Combination of any of the above

WHO TO INVOLVE IN COMPLETING YOUR PIT & HIC

- ▶ CoC-funded programs/ESG-funded programs
- ▶ Churches
- ▶ Outreach workers
- ▶ County Department of Human Services offices
- ▶ Free Clinics
- ▶ Colleges and Universities
- ▶ Family Resource Networks
- ▶ Coordinated Entry sites
- ▶ HMIS Lead
- ▶ State Park officials
- ▶ McKinney-Vento Homeless Education Liaisons

WHERE TO FIND PEOPLE WHO ARE UNSHELTERED IN RURAL AREAS

- ▶ Soup kitchens
- ▶ Truck Stops
- ▶ National forests/campgrounds
- ▶ All-night diners/coffee shops
- ▶ Libraries
- ▶ Abandoned buildings and vehicles
- ▶ Rest areas
- ▶ Wal-Mart parking lot
- ▶ Local fire, police, and EMS departments

RURAL SERVICE BASED COUNTS

- ▶ People in rural areas may only be able to go into “town” once a week.
- ▶ We allow providers to continue surveying individuals and families through the end of January.
- ▶ Reference the night of the count.

RURAL UNSHELTERED COUNTS

- ▶ The ideal time to find people is between the hours of 4:00 am and 7:00 am and between about 7:00 pm and 11:00 pm.
- ▶ Go out in teams.
- ▶ Designate a team leader.
- ▶ Have maps of each community. Designate who is going which area prior to the night of the count.
- ▶ Carry: care packages, whistle, flashlight, cell phone, “sorry we missed you cards.”

SURVEY TOOLS

- ▶ Develop Survey Tool(s) using the HUD Guidance
 - ▶ We use the VI-SPDAT
 - ▶ Incorporated the PIT enumerator questions into the VI-SPDAT
- ▶ Unsheltered Count – Survey Tool
- ▶ Sheltered Count – in HMIS
 - ▶ HIC Bed Tally Sheet for Non-HMIS providers.

PIT VI-SPDAT

2016 Point in Time Survey - VOID AFTER JANUARY 31, 2016
VULNERABILITY INDEX - SERVICE PRIORITIZATION DECISION ASSISTANCE TOOL (VI-SPDAT)

The Opening Script should be read by the volunteer to the person being surveyed. This ensures that every person being surveyed is provided with consistent information throughout the many communities in our CoC. Volunteers should practice reading the script prior to going out to complete surveys with clients.

POINT IN TIME REPORTING INFORMATION
ANSWER FOR ALL ADULTS AND UNACCOMPANIED YOUTH WITHIN THE HOUSEHOLD, include additional pages if necessary

Head of Household (Adult or Unaccompanied Youth)	Household Member 2- if applicable (Adult or Unaccompanied Youth)	Household Member 3- if applicable (Adult or Unaccompanied Youth)
Gender <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Transgender	First Name _____ Last Name _____ SSN - - - - - Has consent? yes no Age: <input type="checkbox"/> Under 18 (unaccompanied youth) <input type="checkbox"/> 18-24 <input type="checkbox"/> Over 24 <input type="checkbox"/> Over 60 Date of Birth ____/____/____ Gender <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Transgender	First Name _____ Last Name _____ SSN - - - - - Has consent? yes no Age: <input type="checkbox"/> Under 18 (unaccompanied youth) <input type="checkbox"/> 18-24 <input type="checkbox"/> Over 24 <input type="checkbox"/> Over 60 Date of Birth ____/____/____ Gender <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Transgender
Which of the following best describes your race? <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Multiple Races	Which of the following best describes your race? <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Multiple Races	Which of the following best describes your race? <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Multiple Races
Which of the following best describes your ethnicity? <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Non-Hispanic or Non-Latino	Which of the following best describes your ethnicity? <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Non-Hispanic or Non-Latino	Which of the following best describes your ethnicity? <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Non-Hispanic or Non-Latino
Did you enter the current shelter program from the streets or another Emergency Shelter? <input type="checkbox"/> Yes, circle SHELTER STREETS If yes, date homelessness started? ____/____/____ <input type="checkbox"/> No <input type="checkbox"/> Unsheltered	Did you enter the current shelter program from the streets or another Emergency Shelter? <input type="checkbox"/> Yes, circle SHELTER STREETS If yes, date homelessness started? ____/____/____ <input type="checkbox"/> No <input type="checkbox"/> Unsheltered	Did you enter the current shelter program from the streets or another Emergency Shelter? <input type="checkbox"/> Yes, circle SHELTER STREETS If yes, date homelessness started? ____/____/____ <input type="checkbox"/> No <input type="checkbox"/> Unsheltered
Regardless of where you stayed last night, how many times have you been on the streets or in Emergency Shelter in the past 3 years, including today? <input type="checkbox"/> Never in the past 3 years <input type="checkbox"/> One Time <input type="checkbox"/> Two Times <input type="checkbox"/> Three Times <input type="checkbox"/> Four or More Times	Regardless of where you stayed last night, how many times have you been on the streets or in Emergency Shelter in the past 3 years, including today? <input type="checkbox"/> Never in the past 3 years <input type="checkbox"/> One Time <input type="checkbox"/> Two Times <input type="checkbox"/> Three Times <input type="checkbox"/> Four or More Times	Regardless of where you stayed last night, how many times have you been on the streets or in Emergency Shelter in the past 3 years, including today? <input type="checkbox"/> Never in the past 3 years <input type="checkbox"/> One Time <input type="checkbox"/> Two Times <input type="checkbox"/> Three Times <input type="checkbox"/> Four or More Times

Head of Household (Adult or Unaccompanied Youth)	Adult Household Member 2 (Adult or Unaccompanied Youth) – if applicable	Adult Household Member 3 (Adult or Unaccompanied Youth) – if applicable
Total number of months homeless on the street, or in emergency Shelter in the past 3 years? <input type="checkbox"/> One Month (this time only) <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> More than 12 months	Total number of months homeless on the street, or in emergency Shelter in the past 3 years? <input type="checkbox"/> One Month (this time only) <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> More than 12 months	Total number of months homeless on the street, or in Emergency Shelter in the past 3 years? <input type="checkbox"/> One Month (this time only) <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> More than 12 months
Have you served on active duty in the Armed Forces of the United States or been called to active duty in the National Guard or reserves? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you served on active duty in the Armed Forces of the United States or been called to active duty in the National Guard or reserves? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you served on active duty in the Armed Forces of the United States or been called to active duty in the National Guard or reserves? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you an adult who identifies with any of the following? Check all that apply. <input type="checkbox"/> Suffer from a Serious Mental Illness <input type="checkbox"/> Have a Substance Use Disorder (drugs or alcohol) <input type="checkbox"/> Have HIV/AIDS <input type="checkbox"/> Victim of Domestic Violence	Are you an adult who identifies with any of the following? Check all that apply. <input type="checkbox"/> Suffer from a Serious Mental Illness <input type="checkbox"/> Have a Substance Use Disorder (drugs or alcohol) <input type="checkbox"/> Have HIV/AIDS <input type="checkbox"/> Victim of Domestic Violence	Are you an adult who identifies with any of the following? Check all that apply. <input type="checkbox"/> Suffer from a Serious Mental Illness <input type="checkbox"/> Have a Substance Use Disorder (drugs or alcohol) <input type="checkbox"/> Have HIV/AIDS <input type="checkbox"/> Victim of Domestic Violence
Are you currently pregnant? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently pregnant? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently pregnant? <input type="checkbox"/> Yes <input type="checkbox"/> No

► HMIS Release included.

PIT VI-SPDAT

Minor Children

Include all children with adults and with unaccompanied youth

Total number of children under the age of 18 that are currently with the head(s) of household.	Response
How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed?	Response

First Name (if D.V., use first initial)	Last Name (if D.V., use first initial)	Race Use only: American Indian or Alaskan Native, Asian, Black or African American, White, Native Hawaiian or Pacific Islander, Multiple Races	Ethnicity Use Only: Hispanic/Latino, Non- Hispanic/Non-Latino	Gender Use only: Female, Male, Transgender	How old?	Date of Birth (do not use if D.V.)

ness

- ☐ Shelters
- ☐ Transitional Housing
- ☐ Safe Haven
- ☐ **Outdoors**
- ☐ **Other (specify):** _____
- ☐ **Refused**

ANSWER THE QUESTIONS ON THE FOLLOWING PAGES FOR THE HEAD OF HOUSEHOLD

IF THE PERSON ANSWERS ANYTHING OTHER THAN “SHELTER”, “TRANSITIONAL HOUSING”, OR “SAFE HAVEN”, THEN SCORE 1.

SCORE:

2. How long has it been since you lived in permanent stable housing? _____ ☐ Refused
3. In the last three years, how many times have you been homeless? _____ ☐ Refused

IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1.

SCORE:

Full forms can be found
<http://wvceh.org/hmis/pit>

HIC NON-HMIS BED TALLY SHEET

- ▶ Beds and units identified on the Bed Count Tally Sheet must be dedicated to serving homeless persons.
- ▶ Bed Tally sheet is used to set up a temporary site in HMIS for surveys for the purpose of the sheltered count.
- ▶ Bed Tally sheet gets turned in with PIT Surveys attached.
 - ▶ Missions
 - ▶ Seasonal shelters
 - ▶ HUD-VASH
 - ▶ VA-CWT
 - ▶ Hotel/Motel Vouchers

HIC NON-HMIS BED TALLY SHEET

How many actual beds does your program have for persons experiencing homelessness on the night of January 27, 2015?	Total # of beds for singles	Total # of beds for families (1+ adults and 1+children)	Total # of units for families
Emergency Beds <i>(persons only stay less than 180 days/6 months)</i>			
Transitional Beds <i>(persons can stay less than 24 months/2 years)</i>			
Seasonal Beds: <i>Open date</i> _____ <i>Close date</i> _____			
Permanent Supportive Housing (PSH) <i>(Persons can stay as long as they wish, persons sign a lease or agreement and receive supportive services, disability required for entry)</i>			
Other Permanent Housing Projects (OHP) <i>(Persons can stay as long as they wish, persons sign a lease or agreement and may or may not receive supportive services)</i>			
Voucher Beds: <i>Funded by an Agency or charitable funding but located in a hotel/motel and used on the night of the PIT Count.</i>			
Total			

Full forms can be found <http://wvceh.org/hmis/pit>

TRAINING

- ▶ Train, train, train
 - ▶ Coordinators Training, Volunteer Training (for Coordinators to Use), HMIS training.
 - ▶ Designate a Community Organizer is the Point of Contact with the CoC.
 - ▶ CO is trained by the CoC and trains their Community Volunteers. CO returns the surveys to the CoC
- ▶ Provide **sample forms**: Press releases, flyers, Law Enforcement and Business Notifications, Talking Points Guide
- ▶ Go out and engage communities not historically involved.

HMIS

- ▶ Lots of preparation for end-users.
- ▶ Sheltered count solely occurs in HMIS.
- ▶ Unsheltered surveys get entered into HMIS and fed to CoC's BNL.
- ▶ Temporary sites for the providers turning in Bed Tally Sheets. Clients get entered in HMIS, but sites get delete.

ANALYSIS AFTER THE COUNT

- ▶ Incorporate your efforts into your BNL and vice versa.
- ▶ Everything gets pulled from HMIS.
- ▶ Cross-reference surveys with existing BNL data.
- ▶ Set a date for communities to return the surveys or input them into HMIS.
- ▶ Follow up after the PIT Count with each County Contact for a report of each county and to verify the surveys received.

WHAT DO WE DO IF WE DON'T GET DATA

- ▶ Examine BNL data for that specific county.
- ▶ If none exists, then we make an assumption based on the following formula.

Example:

No data received from Ritchie County (population 10,449). Data received from Grant County (population 11,937)

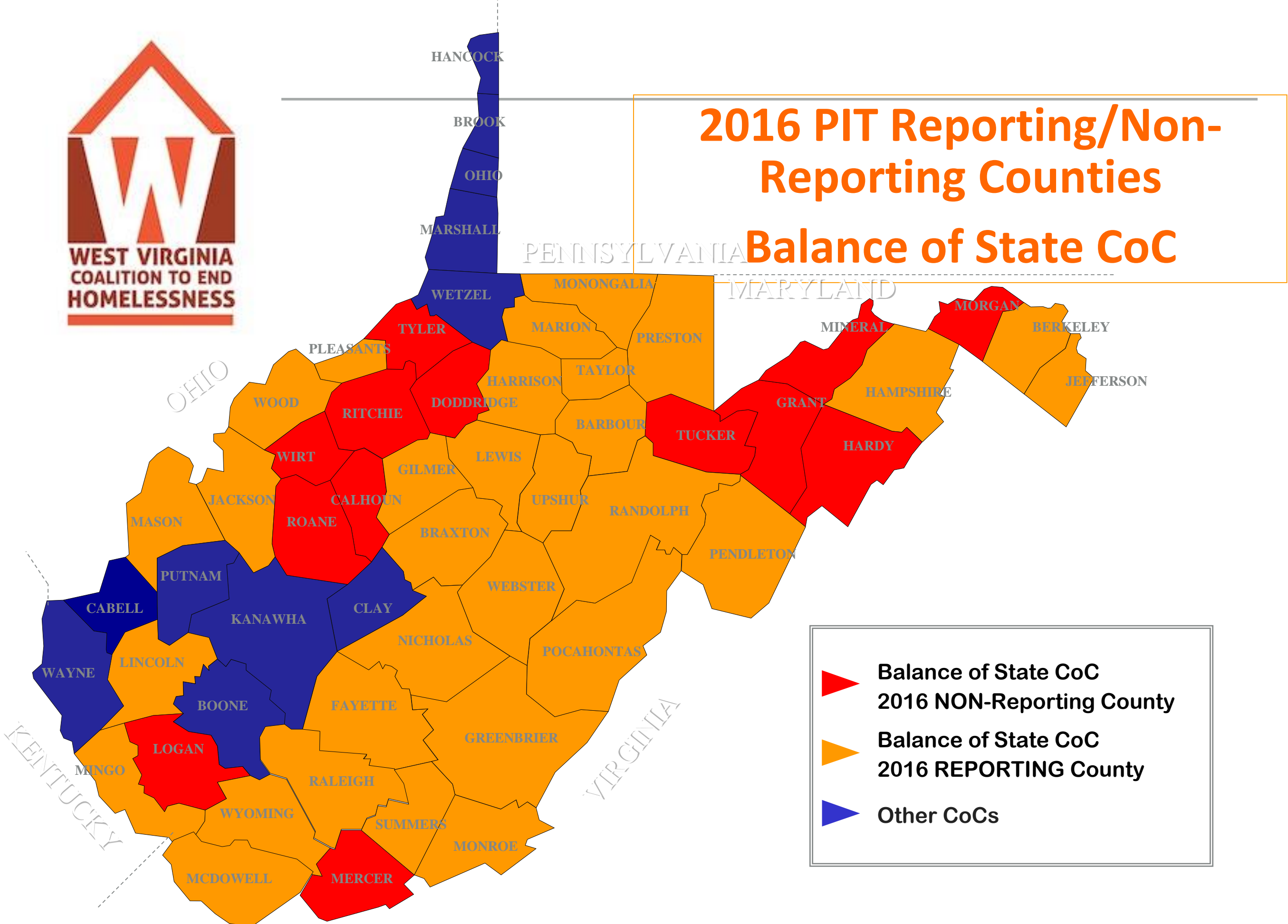
Population of non reporting county/population of reporting county = variance in population

Variance x number reported in reporting county = number to report for NON-Reporting County.



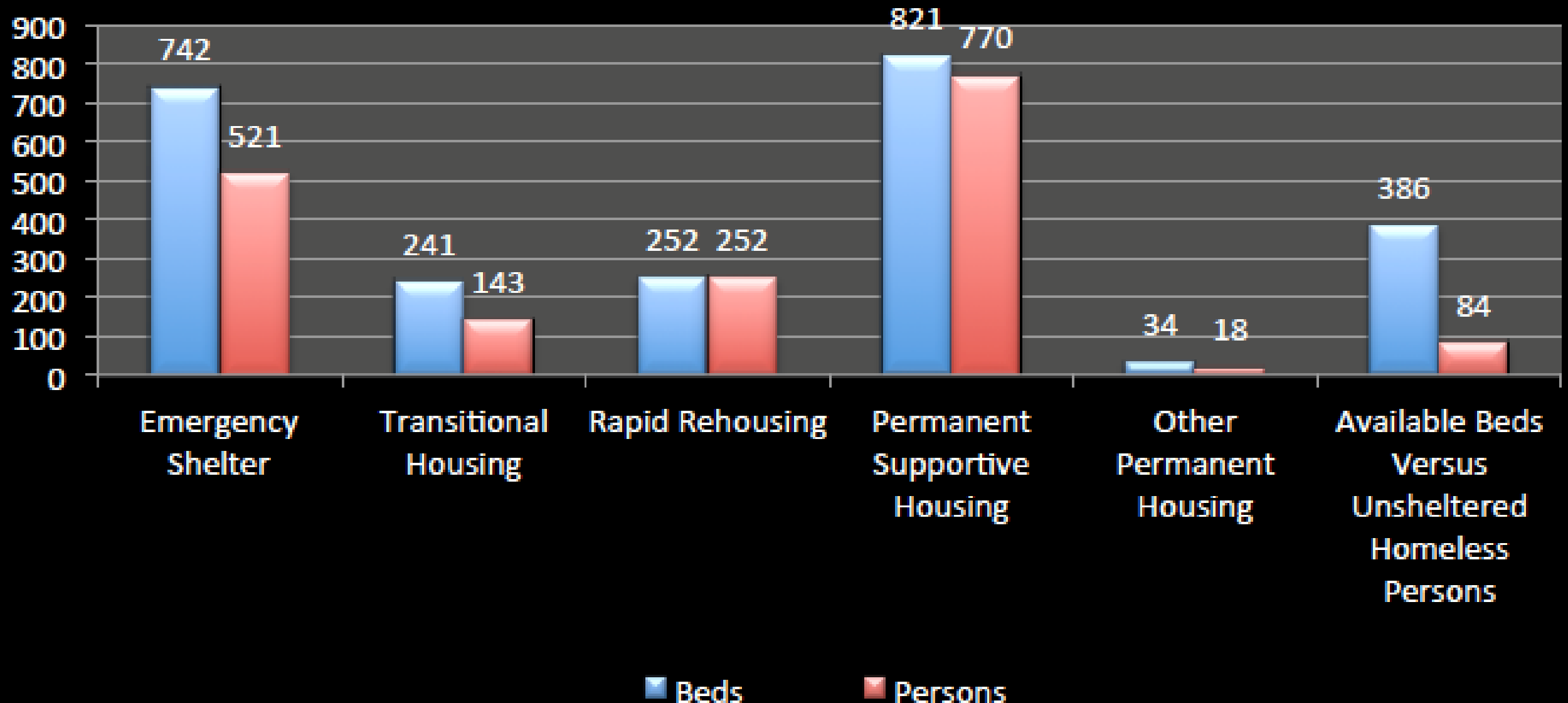
2016 PIT Reporting/Non-Reporting Counties

Balance of State CoC



WV BOS PIT AND HIC RESULTS

**WV BoS CoC Total Beds versus Persons
2016 Point in Time Count**



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Broward County Point-in-Time Count Methodology

BRHPC



September 22, 2016

PIT Count Phases

Phase 1: Investigate & Define

Best Practice
Research

Lessons Learned
Review

Committee
Structure and Role
Definition

Survey Tool Review

Phase 2: Engage & Delegate

Logistics Planning

Secure Local Gov't
& Community
Stakeholders'
Support

Develop Local
Media/Social Media
Outreach

Volunteer
Recruitment

Phase 3: Mobilize & Energize

Develop Maps and
Routes

Volunteer Training

Team Formation

Incentive Collection

Phase 4: Activate & Collect

PIT Count

Communication
During Count

Media/Photo-
journalism

Outreach to
Homeless

Phase 5: Analyze & Report

Draft Report

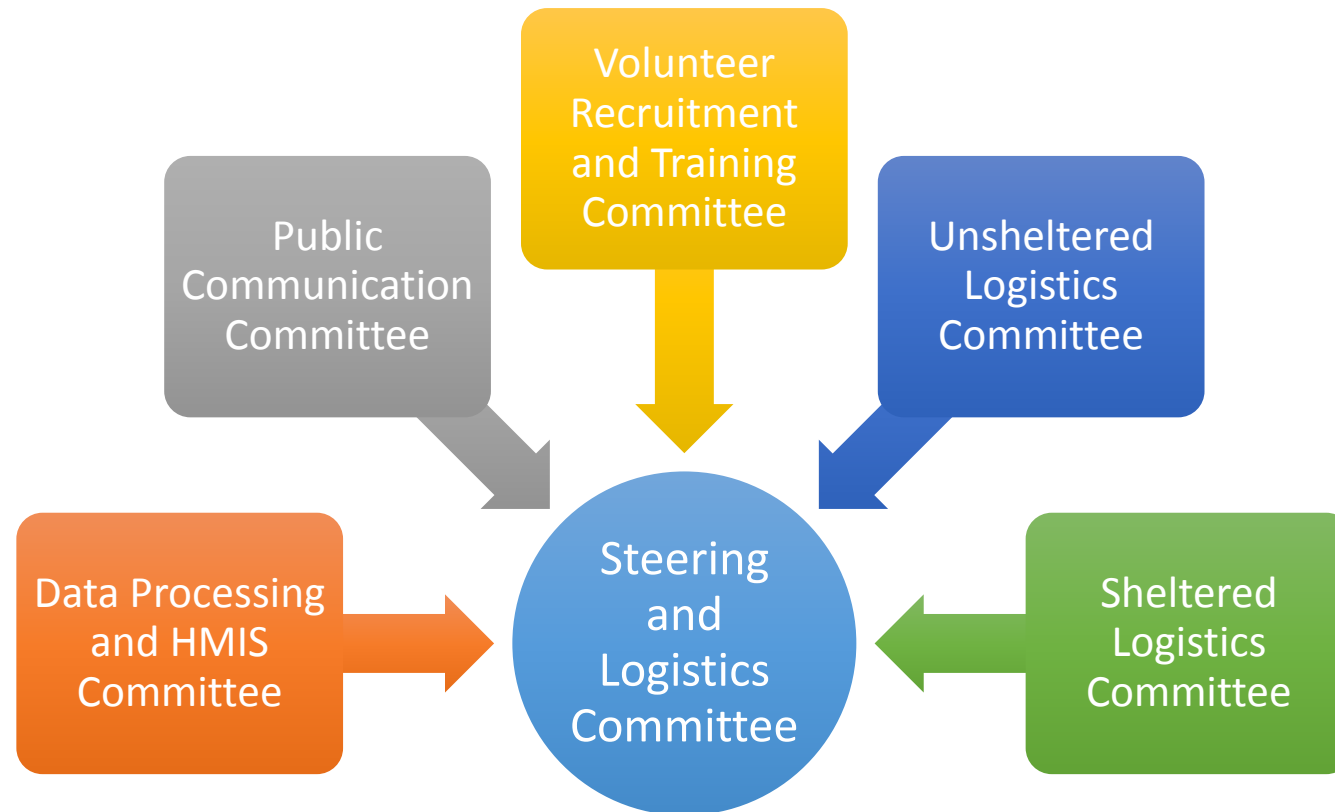
Present Findings /
Educate Community
about
Homelessness

Volunteer
Recognition

Debrief Meeting



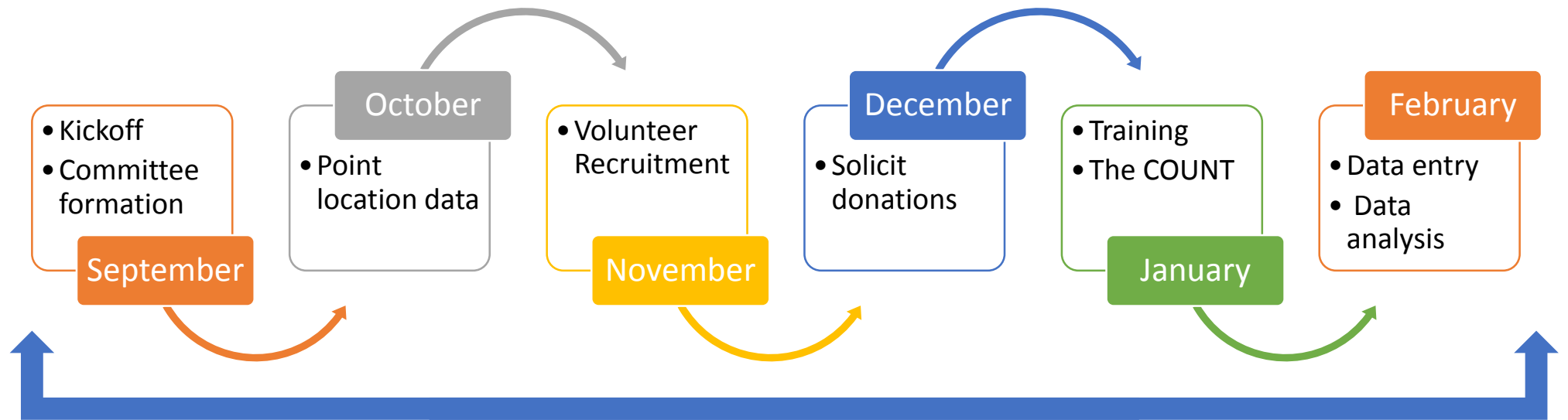
PIT Committee Structure



PHASE 1



Timeline



PHASE 1

- Steering and Logistics meetings bi-weekly
- Subcommittee meetings 1-2 times each month (or more if needed)

Unsheltered Count Methodology

1. Complete coverage (block-by-block) – canvassing every block of a large area, like a downtown or entire city
2. Known locations – canvassing only those locations where homeless persons are known to live, sleep, and congregate
3. Non-shelter services (i.e., soup kitchens, healthcare clinics) – services that unsheltered homeless people typically use
- 4. Combination of the three strategies**

PHASE 2



Engaging the Public

PHASE 2



Broward County Point-in-Time Homeless COUNT

Home About Point-in-Time Get Involved Other Resources Publications Contact More

The Point-in-Time Homeless Count
A Point-in-Time (PIT) count is a statistically reliable count of people experiencing homelessness during a 24-hour period within the last 10 days of January. The count includes both sheltered homeless (those living in emergency shelters or transitional housing) and unsheltered homeless (those living in places deemed not suitable for human habitation). [More](#)

Get Involved
In order to have an effective count it is vital to have dedicated volunteers to participate in our efforts. Not only are volunteers necessary for the actual count, but they are also important factors in the events leading up to the count as well. [More](#)

The Results Are In!

Coordinated By
Broward Regional Health Planning Council
BRHPC
HEALTH & HUMAN SERVICE INNOVATIONS
www.BRHPC.org

Funded By
BROWARD COUNTY FLORIDA

[BROWARD COUNTY FLORIDA](#) [Broward 2-1-1](#) [BRHPC](#) [SHERIFF'S OFFICE](#) [i](#)

#BrowardPIT

[f](#) [t](#)

Homeless Count Survey will help quality of life for many

Sheriff Scott Israel
BROWARD SHERIFF'S OFFICE
A FULL SERVICE PUBLIC SAFETY AGENCY - Broward County, FL

Westside Gazette
BROWARD COUNTY'S LARGEST AND LARGEST
AFRICAN AMERICAN OWNED AND OPERATED NEWSPAPER

HOME NEWS ENTERTAINMENT POLITICS OP-ED LIFESTYLES

NATIONAL

You Are Here: Home » Feature » Broward joins 100,000 Homes Campaign to track the chronic homeless

Broward joins 100,000 Homes Campaign to track the chronic homeless

THE K.JULES PROJECT
PASSION. PURPOSE. IMPACT.

HOME PASSION MEETS PURPOSE SPOTLIGHT BUSINESS EDUCATION ENTERTAINMENT

Broward County Homeless Initiative Partnership Seeks Volunteers to Assist with 2014 Homeless Count

December 31, 2013 by [Kerline K. Jules](#) [Leave a Comment](#)

Volunteers try to count chronic homeless

January 22, 2014 | By Mike Clary, Sun Sentinel

Volunteers in yellow T-shirts fanned out before dawn Tuesday to kick off an ambitious three-day effort to count thousands of homeless Broward County residents before steering some of the most chronic cases into permanent housing.

About 100 census takers, some accompanied by Broward Sheriff's deputies, woke up men and women huddled in remote encampments and found others in city centers bundled in blankets and cardboard asleep next to dumpsters.

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Diane Nickum, a volunteer with the Homeless Point-In-Time County Survey... (Susan Stooker, Sun Sentinel)

Volunteer Registration Site



2016 POINT-IN-TIME HOMELESS COUNT

Thank you for your interest in participating in the 2016 Point-in-Time (PIT) Count. Please complete the following 6 steps to register as a volunteer.

STEP 1: VOLUNTEER REGISTRATION

**Please fill out all of the information below.*

First Name

Last Name

☐ I affirm that I am 18 years of age or older.

Email

Phone

STEP 2: CONFIDENTIALITY AGREEMENT

**Due to the sensitive nature of some of the survey questions, we ask that you agree to the following terms.*

Community Solutions Volunteer Confidentiality Agreement

As part of your work with Community Solutions, Inc. (CS) you may have access to view, update or modify sensitive information about CS and our partners clients and the CS operation. You must treat this information as confidential and not share with anyone unless specifically authorized.

CS defines Sensitive Information as:

- Client names, nicknames or any other identifying information
- Client address, location or whereabouts
- Client personal finance information including social security numbers, financial data or related information
- Client health information including information on medical conditions, treatment or history
- Information on CS plans and operations

All information collected, access or viewed, as part of the CS survey is to be treated as confidential in written, electronic, printed and all other forms. Information is the property of CS and should not be released, shared or discussed without prior authorization. This includes communication in any form with clients, co-workers, outside agencies or any other party.

In the event of you are unsure if information can be shared, DO NOT DISCLOSE INFORMATION, contact your immediate supervisor or the CS Privacy Officer to obtain approval.

Unauthorized disclosure of CS information may result in disciplinary or legal action or may result in dismissal.

As a participant in the CS study I understand that I may have access to sensitive information as defined by CS. I agree to maintain the security and confidentiality of survey and related information as well as the security of CS IT systems. I will not disclose, share, publish, copy or distribute any survey or CS information without express permission. I will not disclose or share my username or password to CS systems and will report any questions, issues or suspicious activities to my supervisor or CS management.

Sign (Enter Name)

Today's Date

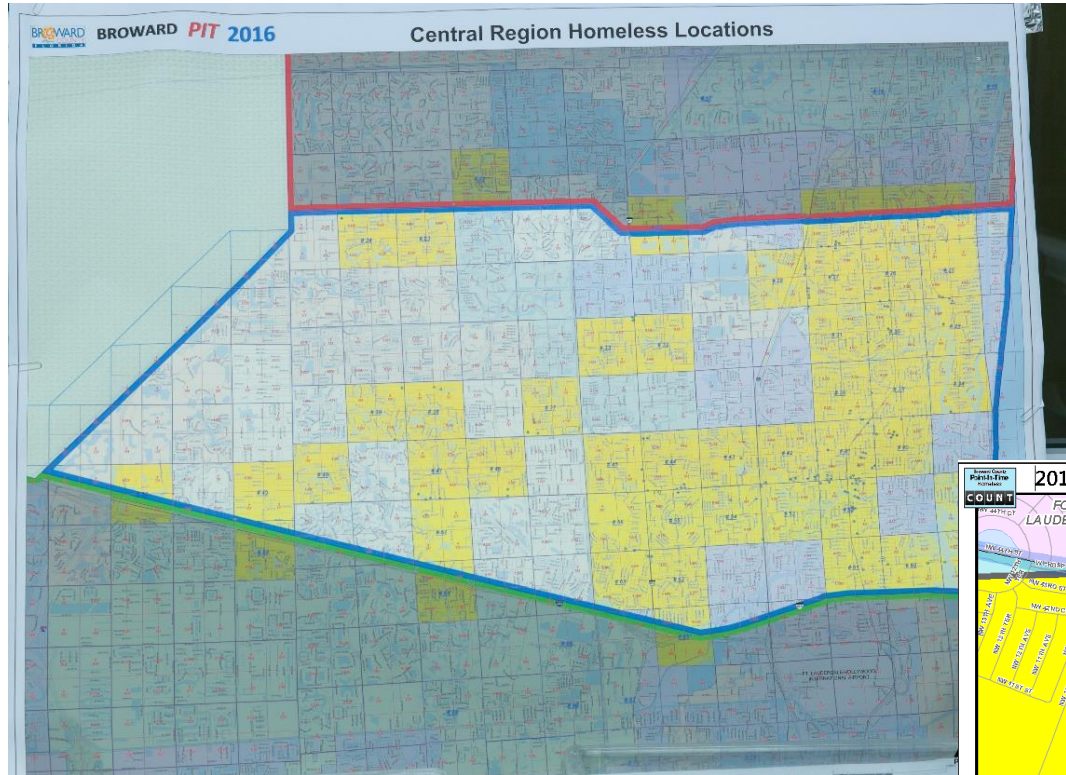
- ✓ Contact information
- ✓ Age verification
- ✓ Confidentiality agreement
- ✓ Photo consent
- ✓ Prior participation in Count
- ✓ Volunteer training registration
- ✓ PIT count shift registration
- ✓ Team member listing
- ✓ Willingness to drive

PHASE 2



272 volunteers registered through the site – 238 registered for training

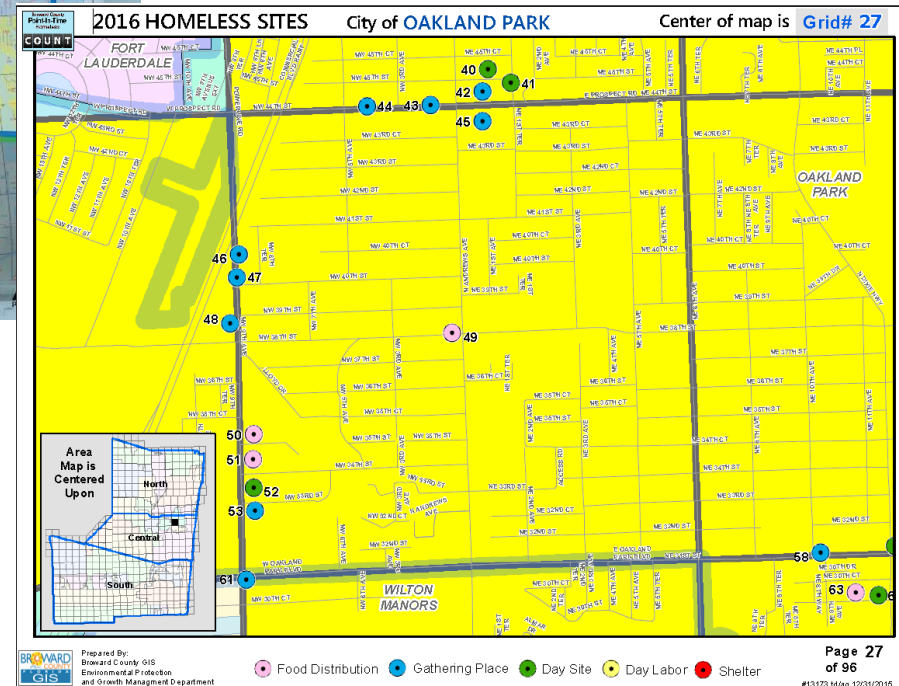
Mapping System



- Point locations were entered into our County GIS mapping system
- Large wall maps were developed based on these points and were provided to Site Captains as a guide for volunteer distribution

PHASE 3

- Smaller maps were developed that corresponded with the yellow blocks on the wall map
- These maps were distributed to volunteers with a spreadsheet that had an exact location for each point



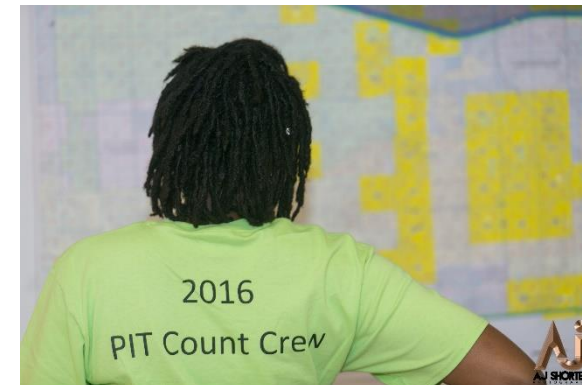
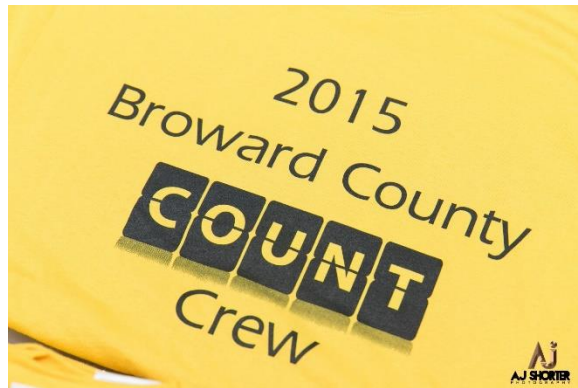
Volunteer Training

- All volunteers were required to go through a training
- Individuals who had participated within the past 2 years were able to opt out of an in-person training
- On-site trainings were made available (in addition to the 3 scheduled trainings) for agencies and organizations that had more than 10 participants
- An online refresher training was made available one week prior to the count

PHASE 3



Volunteer Visibility



PHASE 4



Community Participation

11 law enforcement agencies participated, providing over 100 officers trained in crisis intervention



A total of 29 community agencies, organizations, and universities participated

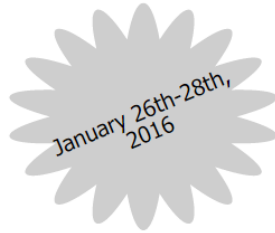


PHASE 4



Outreach During the Count

Be Counted!



2016
Broward County
Point-in-Time
Count

What is the Point-in-Time (PIT) Count?

The PIT count is a county-wide count of all people (sheltered and unsheltered) that are experiencing homelessness during a 24-hour period.

What can you expect during the count?



Look for a
volunteer wearing a
bright GREEN shirt

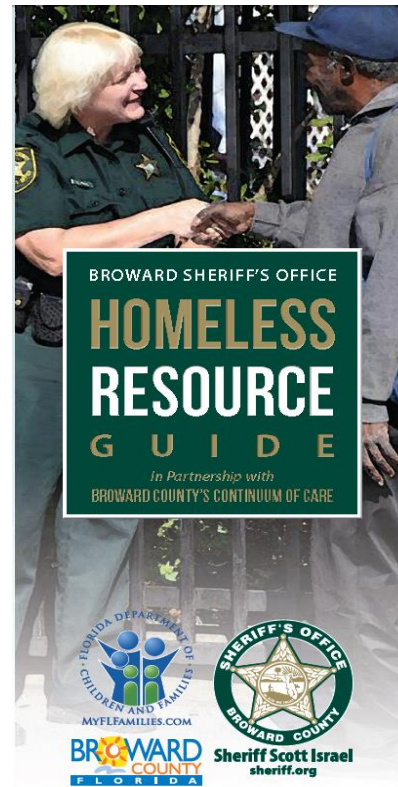


Answer a 10-15
minute survey



Get an incentive
for participating!

Consumer Flyer



Homeless Count Volunteer Checklist

Before Starting the Count	
<input type="checkbox"/>	Does your team have a map and routing information?
<input type="checkbox"/>	Do all members of the group have a cell phone or some means of communication?
<input type="checkbox"/>	Is there a designated driver for the group?
<input type="checkbox"/>	Does each member have surveys and pens/pencils?
<input type="checkbox"/>	Does each member have incentives to distribute?
<input type="checkbox"/>	Are all members wearing the Point-in-Time shirt for easy identification?
During the Count	
<input type="checkbox"/>	Make sure that you have filled out the <u>grid number and point location on EACH survey</u> (or the cross street if not at a point)
<input type="checkbox"/>	Make sure that the participant has not already completed a survey
<input type="checkbox"/>	Make sure to get the participant's written consent if they agree to complete the VI-SPDAT
After the Count	
<input type="checkbox"/>	Turn in all of your surveys to the QA person staffed at your regional headquarters

Contacts

Region Captain(s):

North Region-
Central Region
South Region-

Veteran Contacts:

Gina-
Aaron

Team Members: _____ - _____
 _____ - _____
 _____ - _____

PHASE 4



Regional Headquarter Structure



Volunteer Liaison

- Communicates with volunteers
- Distributes shirts
- Volunteer sign-in
- Distribution of volunteer bags

Site Captain

- Manages distribution of volunteers through region
- Communicates with PIT coordinator about any concerns
- Communicates with volunteer liaison about volunteer redistribution

Quality Assurance

- Checks surveys when they are returned
- Dismisses volunteers once surveys have been checked

PHASE 4

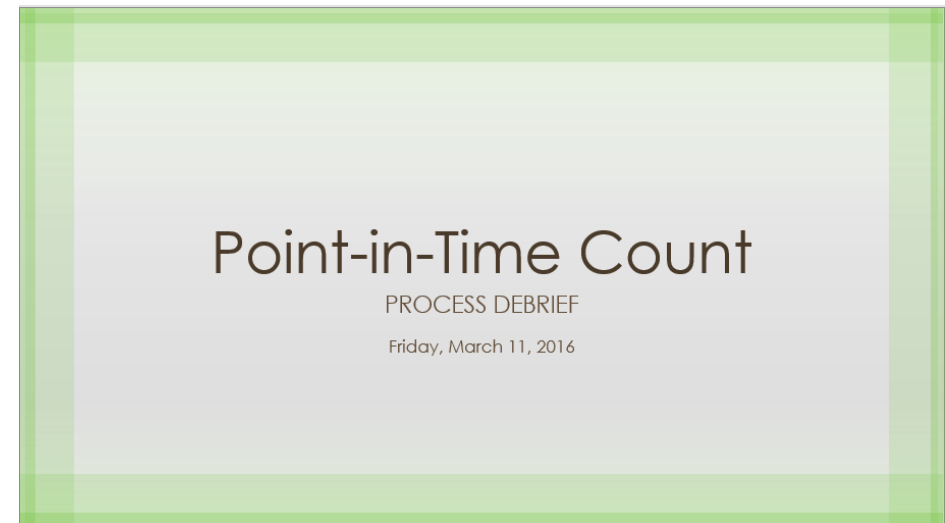


Volunteer Recognition and Process Debrief



As a token of appreciation we hold a luncheon for all of our volunteers and individuals/organizations that donated to the count.

- A process debrief is held to discuss the successes of the count and opportunities for improvement
- Results from the volunteer and committee members



PHASE 5



Opportunities for Improvement

- Back-up headquarters in case of an emergency



- Strategizing shifts to target meal site times



- Capping the number of volunteers for certain shifts/regions

PHASE 5



For more information, contact:
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