

Bridging the Gap Point-In-Time Count (PIT)

January 2018 Overview

2018 Key PIT Dates:

- ***Sheltered date for the count is Monday, January 22, 2018.*** Individuals and families staying in a shelter on this night will be counted. All sheltered intakes for clients residing in ES, TH, or Safe Haven (SH) projects should be entered into the HMIS by Thursday, January 25, 2018. All Non-HMIS summary surveys for providers not participating in the HMIS (e.g. DV shelters) should be completed for clients residing in these projects on the night of Monday, January 22, 2018 and submitted to carlos@cperaroconsulting.com by Monday, January 29, 2018. The non-HMIS survey form will be available on the HMIS website and emailed out to non-HMIS participating providers.
- ***Unsheltered dates for the 2018 count are Tuesday, January 23, 2018 through Monday, January 29, 2018.*** ONLY people who responded that they DID NOT stay indoors on Monday, January 22, 2018 should be surveyed. If a person responds by stating that they were sheltered or stayed indoors on the night of the 22nd, discontinue the survey and **do not enter** it into the PIT module of the HMIS. Ideally, surveying should be done at a variety of times including very early in the morning and late at night. Technically surveying can begin late Monday night once shelters have closed, however, this is not recommended due to some of the danger it poses to staff or volunteers. Outreach staff may want to consider surveying late Monday night and into early Tuesday morning if they are accustomed to this workflow. Service-based counts should also be utilized surveying. Service-based locations can include soup kitchens, day shelters, libraries, and other community locations. All unsheltered surveys collected by PIT staff and volunteers during the date range above must be entered in to the PIT module of the HMIS by ***Fri., Feb. 16, 2018.***
- ***Unsheltered PIT Kickoff is Tuesday, January 23rd*** for a concentrated outreach effort in each of the regions, which will continue through ***Monday, January 29th***. Coordinators leading each of the regions (page two of this document) will be responsible for determining where and when to start each day. Lead coordinators should be contacted to determine starting times and locations during the unsheltered dates above. It is the hope that outreach staff and volunteers can be utilized as much as possible during the work-week.

Volunteers: Any assistance by students or volunteers during the week of the count is welcomed. ***All volunteers must register prior to the count with their affiliated organization for their particular region.*** Lead coordinators and contact information for Kauai, Maui, and Hawaii islands have been established on page two of this document so that volunteers wishing to canvass specific regions can reference as needed. Volunteers can be referred or reach out directly to lead coordinators to assist with the count; however, individual organizations are also encouraged to recruit volunteers to assist with their efforts. Regional lead coordinators and partnering organizations must make sure that all volunteers working in their areas are adequately trained, documented via the Volunteer Sign-Up Form, and have signed the 2018 PIT Contact and Confidentiality form. The training schedule for outreach personnel and volunteers is outlined on page two. Regional coordinators and individual organizations are urged to conduct volunteer trainings in addition to the below training schedule in the weeks leading up to the count.

Survey Instruments: The survey instruments for 2018 have been slightly modified to accommodate HUD's changes and to capture information that will be helpful to the CoC. The household (accompanied) and single (unaccompanied) surveys will be posted to the HMIS website in the coming week. It is recommended that the survey form for single clients be printed on white paper since most of the unsheltered clients encountered will be unaccompanied; and the survey instrument for households be printed on colored paper. The household survey form contains one survey form for the head of household, one survey form for other adults or unaccompanied youth

within the household, and one survey form for any children under the age of 18 within these households. Each adult in the household should complete their own survey. Various household configurations, including youth households, will be covered during the PIT trainings. The training dates outlined below will review the survey instruments, canvassing procedures, and aspects of data quality in much further detail.

Trainings: There will be five (5) mandatory training sessions during January 2018 for coordinators, partners, homeless program staff, and volunteers. The training schedule for each county is as follows:

- **Kauai:**
Thursday, January 11, 2018 from 9:00 am-12:00 pm
Kauai Beach Resort, Orchid Room
 - **Maui:**
Tuesday, January 16, 2018, from 9:00 am-1:00 pm
Family Life Center, 95 South Kane Street, Kahului
 - **Hawaii, Kona:**
Wednesday, January 17, 2018 from 8:30 am-11:00 am
West Hawaii Civic Center, County Council Chambers
74-5044 Ane Keohokalole Hwy, Kailua-Kona, HI, 96740
 - **Hawaii, Hilo:**
Wednesday, January 17, 2018 from 2:00 pm-4:30 pm
Office of Housing & Community Development Corp. of Hawaii, Section 8 Conference Room
1990 Kinoole Street, Hilo, HI 96720
- Thursday, January 18, 2018; TBD
HMIS PIT Data Collection Training

After the training is completed and instructions are disseminated, leads and partners are urged to conduct volunteer trainings the week prior to the count to relay important coordination, surveying and safety topics.

All lead coordinators and partners will be responsible for organizing the personnel at hand for their regions and help to ensure that all surveyors are properly trained and equipped before each day's shift.

Survey Data Entry: Please ensure that proper channels are established so that all surveys completed by volunteers and agency staff are routed to regional lead coordinators responsible for the survey data entry. Before entering survey data, regional coordinators should follow data quality protocols established prior to the count. The trainings above and power points will outline key data quality fundamentals.

Surveys must be cleaned before being entered into the HMIS. Volunteers can assist with cleaning the data. However, it is imperative that only skilled HMIS staff are involved in HMIS data entry. Data quality is an extremely important aspect of the PIT. Steps for cleaning and entering survey data into the HMIS will be provided before the 2018 PIT takes place.

Neighbor Island Lead Coordinators and Contact Information:

Maui: Maude Cumming by email: maude@flcmaui.org

Kauai: Debra DeLuis at (808) 632-6950 or by email: debra.deluis@catholiccharitieshawaii.org

Hawaii: Brandee Menino at (808) 933-6013 or by email: bmenino@hopeserviceshawaii.org