

## **Bridging the Gap (BTG) Point-In-Time Count (PIT) Overview** **January 22, 2024**

### **2024 Key PIT Dates:**

- ***Sheltered date for the count is Monday, January 22, 2024***. Individuals and families staying in a shelter on this night should be counted. All sheltered intakes for clients residing in ES, TH, or Safe Haven (SH) projects should be entered into the HMIS by Friday, January 26, 2024. 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, 2024 and submitted to [carlos@kamanaonahelu.org](mailto:carlos@kamanaonahelu.org) by Monday, January 29, 2024. The non-HMIS survey form will be emailed out to non-HMIS participating providers.
- ***Unsheltered dates for the 2024 canvassing are Tuesday, January 23, 2024 through Monday, January 29, 2024***. ONLY people who responded that they DID NOT sleep indoors on Monday, January 22, 2024 should be surveyed. If a person responds by stating that they were sheltered or stayed indoors on the night of the 22<sup>nd</sup>, 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 locations should also be visited during the surveying. Service-based locations can include soup kitchens, day shelters, drop-in centers, libraries, and other community locations. All unsheltered surveys collected by PIT staff and volunteers during the date range above must be entered in the PIT module of the HMIS by ***Friday, Feb. 16, 2024***.
- ***Unsheltered PIT Kickoff is Tuesday, January 23<sup>rd</sup>*** for a concentrated outreach effort in each of the zones/regions, which will continue through ***Monday, January 29<sup>th</sup>***. County lead coordinators outlined on page two of this document will be responsible for determining where and when to start each day, and for the coordination of volunteers utilized during the canvassing dates. Please reach out to the lead coordinators if there are questions related to scheduling or logistics.

### **Volunteers:**

Assistance by students or volunteers during the week of the count is welcomed. ***All volunteers must register and attend training prior to the count for their region.*** Lead coordinators and their contact information for Kauai, Maui, and Hawaii islands have been established on page two of this document. 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. 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 Contact and Confidentiality form. The virtual training schedule for outreach personnel and volunteers is outlined on the following page. Lead coordinators are encouraged to provide additional volunteer trainings as needed in the week leading up to the count.

### **Survey Instruments:**

The survey instruments for 2024 have been modified to capture information required by the CoC. The household (accompanied) and single (unaccompanied) surveys will be provided by your local county leads. It is recommended that the survey form for single clients be printed on white paper since most of the unsheltered clients encountered are singles; 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 further detail.

### **Trainings:**

Mandatory virtual training sessions lead by Ka Mana O Na Helu for lead coordinators, partners, homeless programs staff, and volunteers is below. Please reach out to county lead coordinators for meeting details.

#### **Maui County:**

Thursday, January 11, 2024; 9:00 AM-11:00 AM

#### **Hawaii County:**

Wednesday, January 10, 2024; 9:00 AM-11:00 AM

Friday, January 12, 2024; 1:00 PM-3:00 PM

#### **Kauai County:**

Thursday, January 11, 2024; 1:00 PM-3:00 PM

The above training sessions are county specific, so you may only attend your counties' designated training session. After the trainings have been completed and instructions disseminated, lead coordinators are encouraged to provide additional volunteer trainings as needed in the week prior to the count to relay additional important coordination, surveying, and safety topics. All lead coordinators and partners will be responsible for organizing personnel and volunteers for their regions and ensuring 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 staff/volunteers are submitted to the PIT lead agency at the end of each day. PIT leads should follow data quality protocols to ensure that surveys collected during the week are reviewed prior to being entered into the HMIS. The trainings above will outline key data quality aspects.

Surveys must be reviewed before being entered into the HMIS. It is recommended that outreach organizations be responsible for reviewing and updating surveys as needed, so that data quality errors are minimized. It is imperative that only skilled HMIS staff are involved in HMIS data entry. Data quality is an extremely important aspect of the PIT.

### **Rural County Lead Coordinator Contact Information:**

**Maui:** Maude Cumming by email: [maude@flcmaui.org](mailto:maude@flcmaui.org)

**Kauai:** Makana Kamibayashi at (808) 212-0850 or by email: [makana@flckauai.org](mailto:makana@flckauai.org)

**Hawaii:** Carrie Ho'opi'i at (808) 217-6183 or by email: [choopii@hopeserviceshawaii.org](mailto:choopii@hopeserviceshawaii.org)