

**PIC and BTG Preparation for the 2018 PIT Count**

**Background**

Analysis of historical PIT count data reveals inconsistencies between individuals active in the unsheltered HMIS and actual canvassing efforts. PIC and BTG are asking outreach programs to utilize the steps in this document to help prepare for the 2018 count to produce the most accurate count possible. Recently, the HMIS showed the following counts of active clients in street outreach programs.

<b>Street Outreach Program Count</b>			
<b>Active as of November 30, 2017</b>			
<b>Programs</b>	<b>CoC</b>	<b>Active Count</b>	<b>Number of Veterans</b>
FLC - Maui Regions 1, 2, 3, 6 - Street Outreach (HPO)	BTG	53	5
FLC - Maui Regions 4, 5 - Street Outreach (HPO)	BTG	47	6
HOPE - Hawaii Regions 1, 8, 9, 10 - Street Outreach (HPO)	BTG	80	2
HOPE - Hawaii Regions 2, 3, 4, 5, 6, 7 - Street Outreach (HPO)	BTG	142	3
HOPE - PATH Street Outreach Program	BTG	51	1
KEO - Kauai All Regions - Street Outreach (HPO)	BTG	115	3
MHK - PATH Street Outreach Program	BTG	1	0
SARMY - Maui Homeless Outreach Program	BTG	46	3
ALEA - Street Outreach Program	PIC	2	0
CARE - Care Hawaii AMHD Street Outreach Program	PIC	52	3
CHOW - Oahu Region 1 - Street Outreach (HPO)	PIC	46	3
CHOW - Oahu Region 2 - Street Outreach (HPO)	PIC	1	0
CHOW - Oahu Region 6 - Street Outreach (HPO)	PIC	1	0
HNP - Hale Na`au Pono AMHD Street Outreach Program	PIC	2	0
IHS - Oahu Region 1 - Street Outreach (HPO)	PIC	69	7
IHS - Oahu Region 2 - Street Outreach (HPO)	PIC	192	15
IHS - Oahu Region 4 - Street Outreach (HPO)	PIC	49	8
KPHC - Oahu Region 1 - Street Outreach (HPO)	PIC	265	12
KPHC - Oahu Region 2 - Street Outreach (HPO)	PIC	7	1
KPHC - Oahu Region 6 - Street Outreach (HPO)	PIC	14	1
KPHC - PATH Street Outreach Program	PIC	130	9
KWO - Oahu Region 7 - Street Outreach (HPO)	PIC	68	0
MHK - Oahu Activity Center Homeless Outreach Program	PIC	3	0
NALO - Waimanalo Health Center Street Outreach	PIC	23	0
USVETS - BP Oahu Region 3 - Street Outreach (HPO)	PIC	129	15
USVETS - BP Oahu Region 5 - Street Outreach (HPO)	PIC	48	7
WCCHC - Homeless Outreach Program	PIC	264	8
TOTAL HI-501	PIC	1365	89
TOTAL HI-500	BTG	535	23
TOTAL STATEWIDE		1900	112

Ideally, all clients counted during the unsheltered PIT will have an active outreach intake in the HMIS, and all outreach clients with active HMIS records will be found during the unsheltered canvassing effort.

## Using Active Outreach Lists

***A key strategy for the PIT is for Outreach agencies to use their HMIS active lists as the basis for clients they should be finding and enumerating during the canvassing period.*** The steps below will help in this preparation. For the PIT count to improve, outreach agencies must set high standards for the whereabouts of the clients that they are serving as indicated by being active in their HMIS records.

One issue that has been identified in the past are verified homeless persons who have been served by drop-in centers and entered in to the HMIS during the week of the count, yet NOT enumerated as part of the PIT count effort. Agency staff serving persons requesting these types of services during the PIT count week should complete survey forms on all persons identifying as homeless.

### Key Preparation Steps

1. Outreach agencies should first print out their active client lists from the HMIS using the “Household Listing” report under the “Reporting” menu. Select the outreach program and enter the same start and end date parameters. Export the output to Excel for a printable list to review.
2. The report produced above can be used to begin “cleaning” the HMIS active listing prior to the upcoming PIT count. If a client is not being actively served and staff do not know their unsheltered location, the client should be exited.
3. Clients that are housed should not be active in Homeless Outreach programs. These types of clients should be discharged with appropriate exit destination information once they become housed.

### Next Steps

1. The revised report listing pulled very close to the count will be considered your agencies ACTIVE list of unsheltered homeless persons for the 2018 unsheltered count.
2. Canvassing efforts during the PIT week should focus on finding ALL THE PEOPLE ON THE ACTIVE HMIS OUTREACH LIST and documenting their current homeless status. This should aid in effectively targeting unsheltered homeless. These efforts can also include prefilling the PIT survey instruments for clients that agencies know will be unsheltered and have a high probability of residing in known locations during the count. These clients should be corroborated during the week of the count.