

## Bridging the Gap Point-In-Time Count (PIT) January 22, 2019 Overview

### **2019 Key PIT Dates:**

- ***Sheltered date for the count is Tuesday, January 22, 2019***. 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 25, 2019. 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 Tuesday, January 22, 2019 and submitted to [carlos@cperaroconsulting.com](mailto:carlos@cperaroconsulting.com) by Monday, January 28, 2019. The non-HMIS survey form will be available on the HMIS website and emailed out to non-HMIS participating providers.
  
- ***Unsheltered dates for the 2019 count are Wednesday, January 23, 2019 through Monday, January 28, 2019***. ONLY people who responded that they DID NOT sleep indoors on Tuesday, January 22, 2019 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 Tuesday 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 Tuesday night and into early Wednesday morning if they are accustomed to this workflow. Service-based counts should also be utilized in the 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. 15, 2019***.
  
- ***Unsheltered PIT Kickoff is Wednesday, January 23<sup>rd</sup> for a concentrated outreach effort in each of the regions, which will continue through Monday, January 28<sup>th</sup>***. 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 2019 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 2019 have been slightly modified to capture information that will be helpful to the CoC. The household (accompanied) and single (unaccompanied) surveys will be provided by your local chapter leads. 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 for coordinators, partners, homeless program staff, and volunteers. The training schedule for each county is as follows:

**Maui County:**

Wednesday, December 12, 2018; 9:00 am-1:00 pm  
Family Life Center, 95 South Kane Street, Kahului

**Kauai County:**

Thursday, December 19, 2018; 9:00 am-12:00 pm  
Kauai County Building; Piikoi Rooms A&B

**Hawaii County - Kona:**

Tuesday, January 8, 2019; 9:30am – 12:30pm  
West Hawaii Civic Center, Liquor Commission Room  
74-5044 Ane Keohokalole Hwy, Kailua-Kona, HI, 96740

**Hawaii County - Hilo:**

Wednesday, January 9, 2019; 9:30am – 12:30pm  
Office of Housing & Community Development Corp. of Hawaii  
1990 Kinoole Street, Hilo, HI 96720

**Hawaii County - Pahoehoe:**

Wednesday, January 9, 2019; 1:30 – 4:30pm  
Sacred Heart Catholic Church - Parish Hall  
15-3003 Pahoehoe Village Rd, Pāhoehoe, HI 96778

**HMIS PIT Data Collection Training – via webinar**

Thursday, January 17, 2019; 10:00 - 11:30am

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 2019 PIT takes place.

**Neighbor Island Lead Coordinators and Contact Information:**

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

**Kauai:** Sally Chidester at (808) 245-4077 x228 or by email: [schidester@keoinc.org](mailto:schidester@keoinc.org)

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