

AGENCY INSTRUCTIONS

UNSHELTERED HOMELESS SURVEYOR INSTRUCTIONS

JANUARY 23rd to 29th, 2024 - HOMELESS POINT-IN-TIME COUNT

- Unsheltered canvassing begins Tuesday, January 23rd and ends Monday, January 29th. The official night of the count is Monday, January 22nd.
- Please survey all unsheltered individuals and households that are normally outreached as well as individuals that are randomly encountered during the PIT week.
- If you have staff/volunteers assisting with unsheltered surveying during the week, please make sure that it is coordinated with the agency/person who is the lead coordinator for that region. Volunteers must be under the oversight of PIT lead personnel and trained prior to the canvassing week.
- Confirm that staff/volunteers helping with the surveying have filled out and signed the Contact and Confidentiality form. These forms should be collected and submitted to the county's PIT lead.
- 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.
- Volunteers can assist with reviewing and cleaning surveys; however, it is imperative that only skilled HMIS staff complete HMIS data entry. Data quality is an extremely important aspect of the PIT. Steps for cleaning and entering survey data in the HMIS will be provided leading up to the count.
- Ensure that all surveyors attend the PIT training and review surveyor instructions. Training materials will be posted to the BTG website and sent to the PIT leads listed below.
- If you have any questions regarding the PIT, please contact your county's lead coordinator:
 - **Maui:** Maude Cumming by email: maude@flcmaui.org
 - **Kauai:** Makana Kamibayashi at (808) 212-0850 or by email: makana@flickauai.org
 - **Hawaii:** Carrie Ho`opi`i at (808) 217-6183 or by email: choopii@hopeserviceshawaii.org

Safety Tips for Surveyors

- Never survey alone – work in pairs and always stay within eyesight of others.
- Never survey in an isolated area.
- If there is an area that you do not feel comfortable surveying, do not survey it and let the coordinator know that the area was not surveyed.
- It is recommended that surveyors wear white or brighter colors to be easily visible. Wear comfortable clothes and shoes. Limit the accessories worn, e.g. earrings, watches, chains, etc.
- Look for any suspicious or dangerous activities when arriving at a site and avoid these areas.
- Be observant of people around you and look up often while administering the survey.
- Stay out of enclosed or tight spaces.
- Do not pressure anyone to participate in the survey.
- In case of an emergency, immediately call or have another person call 911.