



Point- in-Time

Planning and Implementation

PIT Description

- The Point in Time count is a statistically reliable, unduplicated count of people experiencing homelessness during a designated one-night period.
- Includes all emergency shelter, transitional housing, safe haven, rapid re-housing and unsheltered –turn away/known location or street count in the entire state of Wisconsin:
 - Balance of State
 - Milwaukee
 - Racine
 - Madison

PIT Purpose

- Number one reason according to HUD: program and system planning

- Data can also be used for:
 - Service planning
 - Demonstrating need for CoC application
 - Raising public awareness
 - Accurately measuring and identifying the needs of the hardest to serve (chronically homeless)
 - Measuring performance in eliminating homelessness
 - Justifying requests for additional funding
 - Complying with reporting requirements

Sheltered Count

- Communicate with all service providers listed on the Housing Inventory Chart (HIC): data and deadlines
- WISP programs: Run ART reports for data clean-up
- Non-WISP programs: data collection form

Organization: Unsheltered Count

- PIT Team or Committee meets as needed prior to PIT unsheltered count focused on:
 - Methodology
 - Number of shifts and times of the street count
 - Securing support
 - Identifying locations
 - Circulating public announcements
 - Preparing for the night of the count
 - Volunteer orientation/training
 - Preparing for the night of the count

Establishing Methodology

➤ Three Basic Approaches:

- 1) Simple Counts done in non-shelter locations
- 2) Counts with an interview component
- 3) Counts based on homeless people using non-shelter homeless services and mainstream social service agencies

Establishing Methodology

Recommended/Most Commonly Used Approaches:

- According to HUD, “it is advisable to preform a basic count and observation combined with an interview component for your first count.”
- Public places count is the most commonly used in Wisconsin that uses the basic technique of a count and observation.

Establishing Methodology

A Rural Perspective.....

- Seven steps to implementing a Rural Street Count
 - 1) Identify Locations
 - 2) Send out notifications
 - 3) Finalize Strategy
 - 4) Prepare for the night of the count
 - 5) Organize/provide volunteer training
 - 6) Assign volunteers to team with experienced leader
 - 7) Prepare for the night of the count

Determining Shifts and Times

- July 2014 PIT count is scheduled for the night of Wednesday, July 30th from sundown until the morning of Thursday, July 31st at sunrise.
- The set time a community counts may vary for what is best for that community.
- HUD: best practice is to conduct the public places count of unsheltered homeless people on the same night as the count of people in shelters and when the shelters are closed.

Determining Shifts and Times

- Goal is to minimize the risk of double counting homeless persons
- Recommendations for Wisconsin to achieve consistency:
 - Begin the count after 10:00 pm on the 30th
 - Count until at least 4:00 am on the 31st
 - Once times are picked use same time frame in subsequent counts

Determining Shifts and Times

County	Set Time	Number of Shifts
Fox Valley	9:00 pm to 6:00 am	3
Green Bay	9:00 pm to 6:00 am	3
Janesville	11:30 pm to 4:00 am	1
Eau Claire	10:00 pm to 12:00 am	1
Kenosha	10:00 pm to 6:00 am	2

Securing Support/Collaboration

Engaging agencies and people outside of the homeless service arena in the PIT planning or counting process provides the opportunity for collaboration and raising public awareness about homelessness in communities.

Examples of Collaboration:

- Local, county and city government
- Law enforcement
- Homeless School District Liaison
- Runaway and Homeless Youth (RYH) programs
- People who currently or formerly experienced homelessness
- Community members

Identify Locations

- Consult with outreach workers, people who are or have been homeless, shelter or services staff, police, businesses, community development organizations, faith-based groups, housing inspectors, parks and recreation staff, etc.
- Review where homeless individuals were found during the last count (known locations).
- Develop a list of places/locations to visit
- Organize areas to be covered

Circulate Public Announcements

Methods used in Wisconsin to announce and register volunteers for the PIT count:

- Post registration or save the date PIT Flyers in the community at grocery stores, libraries, restaurants, gas stations, etc.
- Publish a Press Release or Article in your local Newspaper
- Use a free online registration site:
 - Eventbrite: www.eventbrite.com
 - Sign-up Genius: <http://www.signupgenius.com>

Prepare for the Night of the Count

- Develop written guidelines for the volunteers/staff;
- Make copies of releases and data collection forms;
- Create an information sheet/packet to hand out to people encountered during the night of the count;
- Collect maps and create directions to the various locations;
- Develop a list and schedule of who will go where;
- Develop communication strategies (cell phones, central number, radios/walkie talkies) for the night of the count;

Prepare for the Night of the Count

- Collect pencils, clipboards, flashlights, identification badges to volunteers;
- Assemble care packages for people encountered the night of the count (e.g. socks, blankets, gift cards, food);
- Acquire beverages and food for the volunteers (typically through donations)
- For communities that have 211, make sure that they are aware of the Point in Time Count and are keeping track of individuals who call that are homeless. To ensure that the individual is not counted twice, make sure that they get the name and date of birth.

Volunteer Orientation/Training

Topics to consider including in training:

- Introduction/Description of the PIT
- PIT Guidelines that include:
 - Ground rules
 - Safety practices
 - What to do in an emergency

Volunteer Orientation/Training

- Volunteer Release and Confidentiality Form
- Observation Tool and Instructions
- Location/Site Form
- Information about the capacity of local shelters:
where to transport or refer people in need of
shelter.

The Night of the Count

- Provide or make sure volunteers/staff are equipped with pencils, clipboards, forms, flashlights, identification, incentives for people they encounter, care packages;
- Provide coffee, snacks, and food for returning volunteers/staff – if possible;
- Collect all forms as soon as the teams return and immediately review for any problems;
- De-brief volunteers as soon as possible after the completion of the count;
- Keep notes of where volunteers/staff did and did not observe people to use for count planning in the future.

People Who Should Be Included in the Sheltered Count

Individuals and Families:

“living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters), transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals” on the night designated for the count. This also includes people residing in Safe Haven projects.

People Who Should be Included in the Unsheltered Count

Individuals and Families:

“with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground”

Who Should not be Included

- Persons residing in PSH programs, including persons housed using HUD Veterans Affairs Supportive Housing (VASH) vouchers.
- Persons residing in RRHD projects, funded in the FY2008 CoC Competition.
- Persons counted in any location not listed on the HIC (e.g., staying in projects with beds/units not dedicated for persons who are homeless).
- Persons temporarily staying with family or friends (i.e., “doubled-up” or “couch surfing”).
- Persons residing in housing they rent or own (i.e., permanent housing), including persons residing in rental housing with assistance from a RRH project on the night of the count.
- Persons residing in institutions (e.g., jails, juvenile correction facilities, foster care, hospital beds, detox centers).

Reference Documents

Point-in-Time Manual, updated 1/13/14

A Guide to Counting Sheltered Homeless People, Third Revision, January 2012

https://www.onecpd.info/resources/documents/counting_sheltered.pdf

A Guide to Counting Unsheltered Homeless People, Second Revision, January 2008

https://www.onecpd.info/resources/documents/counting_unsheltered.pdf

You can access the 2012-2013 McKinney-Vento Homeless Liaison Contact Information by District from the Wisconsin Department of Public Instruction website at:

<http://homeless.dpi.wi.gov/files/homeless/pdf/liaison-contacts.pdf>

To view the current Wisconsin list of DHHS-Family & Youth Services Bureau list of Runaway and Homeless Youth Program Grantees, go to page 19 of the following document.

https://onecpd.info/resources/documents/2013HICandPITGuidance_Youth.pdf

You can access the current list of Wisconsin Homeless and Runaway Youth Programs, Wisconsin Transitional Living Programs, and Second Chance Homes from the Wisconsin Association for Homeless and Runaway Services (WAHRS) website at: <http://www.wahrs.org>

Questions ?

