



Date: January 11, 2021 *REVISED*

To: Local Homeless Coalition Point-in-Time (PIT) Leads

From: Carrie Poser, CoC Director

Re: January 2021 Point-in-Time Count

Date & Time

The January Point-in-Time Count (PIT) shall occur between **11:00 pm on Wednesday, January 27th and 6 AM on Thursday, January 28th**. Each PIT lead is responsible for the planning, organization, actual count, and data collection for their entire coalition.

The post-PIT (or service-based count) process will occur from **6 AM on Thursday, January 28th – 5:00 pm on Wednesday, Feb. 3rd**. During the post-PIT process, the survey shall be used to gather information for anyone that is reporting they were homeless on the night of January 27th.

Forms

There are two types of forms that shall be used during the PIT Count.

- The Unsheltered PIT Survey must be used for anyone you are able to speak with during the overnight street/known location count or the service-based post PIT count.
- The Observation Only PIT Form must be used for anyone you are unable to speak with during the overnight street/known location count.

The Unsheltered PIT Survey includes 1 required page, 1 encouraged by not required page, and 1 optional page. On the required page, the information to collect has been reduced. In the footer of the document, there are two new questions that must be answered:

- Did you use the after hour plan to try and connect the person to emergency shelter services?
- Did you provide information on how to access the coordinated entry system?

The Observation Only PIT Form includes 1 required page. In the footer of the document, there are two new questions that must be answered:

- Did you use the after hour plan to attempt to connect the person to emergency shelter services?
- Did you provide information on how to access the coordinated entry system?

Online Links

There are 4 online links that are required to be used for the January 2021 PIT Data collection process.

- The first link is the Non-WISP PIT Form. This form has been reset but is the same as the form used during the January 2020 PIT count.
- The second link is the Deduplication Chart. This form has been updated to include the information on both the Unsheltered PIT Survey and the Observation Only PIT form. Every unsheltered person should be recorded on the chart. This includes those that complete the survey on the night of the PIT, when an observation only occurred on the night of the PIT, or someone reported homelessness 4 days after the PIT on the night of the PIT.



- The third link is the January Housing Inventory Chart (HIC). This chart includes a list of all emergency shelters, motel vouchers, transitional housing programs, permanent supportive housing programs, and rapid re-housing projects dedicated to people who are homeless regardless of whether they use HMIS or receive state or federal funding.
- The fourth link is the January 2021 Post-PIT survey. This form provides an opportunity for the PIT lead to provide feedback and report on who participated in the count and answer a few system and process related questions.

COVID-19 Safety Basics

Survey: When the PIT lead receives the survey, you will note that the survey has been shortened. A coalition can choose to add additional information on an additional page. It is required that each coalition use the BOS survey provided to them.

Remote PIT count Training: To limit social interactions, please use remote training options when possible. Some suggestions provided by HUD include keeping the training to under 20 minutes, including a short quiz, and providing a point of contact for folks to ask questions of.

Volunteers: Please be careful when soliciting for volunteers. Coalitions are discouraged from using volunteers that are at high risk of contracting COVID-19, including persons age 65 or older, to physically count. If your coalition has people that want to volunteer but are in a high-risk group, please determine if there are other ways to use their services that minimize their exposure or politely decline their assistance during this PIT. Maybe July?

Personal Protective Equipment (PPE): Make sure all volunteers and staff have the appropriate PPE, specifically masks and hand sanitizer. Coalitions are STRONGLY encouraged to bring masks to provide to those they are interviewing during the count. Please work with your public health department to ensure you provide adequate PPE for conducting a safe count.

Social distancing: Coalitions will need to conduct counts in compliance with social distancing principles which recommends remaining at least 6 feet apart. Please ensure you are following State and local guidance for additional precautions.

Health precautions: To prevent the risk of spreading COVID-19, Coalitions should recommend that any volunteer be tested for COVID-19 prior to participation in the count no more than 7 days prior, or at least screen for symptoms and check temperatures. Coalitions should encourage volunteers to stay home if they have any symptoms and plan for volunteers absences. Coalitions should also recommend volunteers observe for symptoms up to 14 days after the count and consider getting tested for COVID-19.

Match

Each PIT lead will receive a specific link for collecting match from volunteers. This includes time and mileage. The PIT lead can either have volunteers use paper forms and then the PIT lead enters those forms into the google form or the PIT lead can allow volunteers to fill out the google form themselves.