

# POINT-IN-TIME LEAD TRAINING

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# Overview

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- HUD Notice
- Balance of State CoC Process
- PIT Lead Responsibilities
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## Point-in-Time (PIT)

- The Point-in-Time (PIT) count is an overnight count of those experiencing homelessness covering the Balance of State CoC entire geographic area on the fourth Wednesday of January and July.
- The PIT collects demographic information of people experiencing homelessness and staying in emergency shelters, transitional housing programs, safe havens, and experiencing unsheltered homelessness.
- Information on those who were served in permanent housing projects (i.e. permanent supportive housing, rapid re-housing, and other permanent housing) are also included in the PIT count.
- In the Balance of State, the PIT count serves as a twice a year outreach event across the entire CoC. It is an opportunity to meet people where they are at, provide resources, emergency shelter, and coordinated entry connections.



## Annual HUD Notice

- Under section 578.7 of the CoC Program interim rule, CoCs must plan and conduct, at least biennially, a PIT count of persons experiencing homelessness within the geographic area.
- Section 578.3 of the CoC Program interim rule states that PIT counts are “carried out on one night in the last 10 calendar days of January or at such other time as required by HUD.”
- HUD has historically incentivized annual HIC and PIT counts by awarding maximum points in the annual CoC Program Competition to CoCs that do annual counts and anticipates continuing this practice for the indefinite future.
- The HIC and PIT count data will continue to provide critical updates on national and local progress towards preventing and ending homelessness.

# Balance of State CoC Process



Once the HUD Annual Notice is released, any changes to the Housing Inventory Chart (HIC) and/or Point-in-Time (PIT) process is identified. Guidance is drafted, forms are changed, updates are made.



CoC staff work with ICA as the HMIS lead organization to ensure reports are updated to reflect necessary changes.



CoC staff updated the Non-HMIS chart, the Deduplication chart, the Post-PIT survey, and PIT Match forms.



Reminders are sent out to PIT leads to update the HIC before the PIT, ensuring the inventory is accurate, projects that are no longer available or offline are removed, and new projects added.

## PIT Lead Responsibilities

(1) To plan the PIT count for the 4<sup>th</sup> Wednesday overnight in January and July across the local homeless coalition

(2) To conduct the overnight PIT count across the local homeless coalition

(3) To verify and ensure completeness in data reported to the CoC for the PIT, including deduplication

(4) To complete the Post-PIT survey and match documentation

(5) To complete a Post-PIT Debriefing with community partners

## PIT Lead Responsibility #1: Planning Process

- Facilitate a coalition-based committee or workgroup that will plan the PIT on behalf of the coalition.
- Recruit representatives from across the coalition to join the working group including homeless service staff, other systems of care, community members, and people with lived experience.
- Develop a PIT Plan that outlines roles and responsibilities, strategies, and tasks that need to be completed
  - ❑ Recruit volunteers and provide adequate training (including the After Hour Plan and safety)
  - ❑ Prepare surveys, outreach materials & supplies, incentives, and volunteer equipment for the night of the count
  - ❑ Select locations to be searched; ensure coalition geography is covered; document justification for areas not included during the overnight count
  - ❑ Educate the community about the PIT and purpose; engage the media; meet with law enforcement to discuss expectations and involvement
  - ❑ Select the start and end time (no earlier than 11 PM Wednesday and no later than 6 AM Thursday)



## Partners to Invite

- All homeless and victim service providers, regardless of funding
- Community service providers – day shelters, food banks, meal sites, 211 staff, community centers, detox programs, mental health providers
- People with Lived Experience
- Outreach staff – people funded under PATH, VORP, ESG, and HOT teams
- Local government staff – county and city governments, especially must complete Consolidated Plans
- Elected officials and their staff
- Faith-based community partners
- Health Service providers – federally qualified health centers, managed care organizations, hospitals, and HMOs
- Law enforcement – sheriff, police, correctional
- School liaisons, local colleges and universities, student groups or associations
- Local businesses, main street organizations, chamber of commerce
- Civic groups – Kiwanis, Rotary, American Legion



# Specific Subpopulations: Youth

Talk	Talk to youth with lived experience, connect with local Youth Action Board (YAB), and ask for their expertise!
Connect	School district staff Organizations or programs that specifically work with youth age 24 or under
Identify	"hot spots" or frequently used spaces
Host	Outreach events or "connect events" the day after evening of the count or morning after the count
Use	Social media to raise awareness and outreach
Provide	Opportunities to connect with services, food, incentives
Repeat	Visit locations multiple times throughout the day of the count and after

## HUD Resources: Youth



- Crosswalk of Key Federally-funded Child and Youth Homeless Contacts – <https://nche.ed.gov/housing/coc-lea-rhy-program-crosswalk/>
- Housing and School Partnership on the PIT - <https://files.hudexchange.info/resources/documents/Housing-and-School-Partnership-on-the-Point-In-Time-Count.pdf>
- Model PIT Count Surveys for Youth Experiencing Homelessness - <https://www.hudexchange.info/resource/5183/model-pit-count-surveys-for-youth-experiencing-homelessness/>
- Promising Practices for Counting Youth Experiencing Homelessness - <https://files.hudexchange.info/resources/documents/Promising-Practices-for-Counting-Youth-Experiencing-Homelessness-in-the-PIT-Counts.pdf>
- Youth Count! Initiative - <https://www.hudexchange.info/homelessness-assistance/resources-for-homeless-youth/youth-count/>

## Specific Subpopulations: Veteran

Talk	To Veterans and those with lived experience
Contact	Veteran Affairs (VA) medical center or clinic, center or staff
Invite	County Veteran Service staff and State VORP staff
Engage	Local Veteran Service organizations (e.g. American Legion, Disabled American Veterans, or other Veteran Service organization)

HUD Resource: Veterans HIC/PIT Count Data Guidance Tool -

<https://www.hudexchange.info/resource/5205/veterans-hicpit-count-data-guidance-tool/>

# Specific Subpopulations: Chronic Homeless



Talk to people with lived experience!



Engage with those providing emergency or crisis services within the community (i.e. food, blankets)



Work with law enforcement, fire and EMS



Connect with emergency room staff



Create a plan for any encampments or safe parking areas

## PIT Lead Responsibility #2: Conducting the Overnight PIT Count

- What training will be provided to those going out during the count?
- What should happen if someone finds a person experiencing homelessness?
- What happens with the surveys after the count?
- What is being handed out to people who are willing to talk?
- Who is making the maps, following up on match form, and creating folders for each team?
- Who is providing flashlights, water, or other supplies?
- Who is our point of contact while we are out looking?

## PIT Lead Responsibility #3: Verify and Complete Data Submission



- The data collection that occurs after the PIT count is complicated. There are a lot of moving parts.
- A PIT lead is required to collect the data, verify the data (including deduplicate), and submit the data to the Balance of State CoC staff.
- There are 6 key parts:
  - ❑ Sheltered count
    - ❑ Review HMIS and Non-HMIS data and make sure it matches the HIC
  - ❑ Unsheltered count
    - ❑ Review HMIS and Non-HMIS data
  - ❑ Deduplicate the unsheltered count for the coalition
  - ❑ Draft the Unsheltered letter explaining why people remained unsheltered on the night of the PIT and describe efforts used to engage and provide emergency services
  - ❑ Complete the Post-PIT survey
  - ❑ Make sure Match is gathered and documented

# Accuracy of Data

## PIT leads should:

- Have contact information for every project/agency on the HIC
- Have an updated inventory for all shelters, transitional housing, rapid re-housing, and permanent housing projects

PIT leads only have access to their own agency's data, unless an ICA Agency Agreement is completed. This would allow the PIT lead to pull data on behalf of that partner agency.

- Alternatively, PIT leads should work with ICA System Administrators to identify data issues and errors.

It is the PIT lead's responsibility to ensure the PIT count identified on the HIC matches the totals identified in the HMIS PIT report or Non-HMIS chart.

- If a shelter or transitional housing program that uses HMIS lists 4 households with 10 people on the HIC, then the HMIS report should show 10 people and 4 households.
- If a shelter or transitional housing program that does not use HMIS lists 4 households with 10 people on the HIC, then the Non-HMIS report should show 10 people and 4 households.

# Non-HMIS Chart

In addition to totals, the Non-HMIS chart includes demographics and sub-population information.

- For example: the number of people in shelter should match the total number of races and ages identified in shelter.

The number of people listed as veterans and young adults should be reflected in the sub-set #1 Veterans or sub-set #2 Young Adults/Parenting Youth.

- If someone's age is 18-24, they should be in sub-set #2 unless they are in a household with people over the age of 24.
- The PIT lead should maintain a list of those explanations.



# Housing Inventory Chart (HIC)

The PIT lead should ask projects that sheltered or housed zero people on the night of the PIT to provide an explanation as to why.

- This helps confirm that the project was operational and available.
- This helps confirm the inventory is correct.

The PIT lead should ensure projects that sheltered or housed more people than their inventory accounts for used the overflow/voucher column of the HIC appropriately.

The PIT lead should know which projects use HMIS and which do not.

## Unsheltered Homelessness

- People experiencing unsheltered homelessness are counted during the PIT through surveys.
- The surveys are collected by the PIT lead and information collated. The data is entered into the unsheltered column of the Non-HMIS PIT form.
- Each person should be identified on the deduplication chart.
- The PIT Lead is required to submit a letter to the CoC explaining how the After Hour plan was used and why people continued to be unsheltered after engagement. Each person should be accounted for in the letter.

## Post-PIT Service- Based Count

- Promote the use of the Post-PIT service-based count across the coalition
- Recruit partners for the Post-PIT process
- Organize and provide training to community partners on the Post-PIT count process and forms
- Provide materials and answer questions
- Collect surveys and review responses, ensure deduplication

# PIT Lead Responsibility #4: Survey & Match

## Complete the Balance of State CoC Post-PIT survey

- Give feedback and suggestions
- Identify things that could help with the PIT process (planning, night of the count, post-PIT)

## Ensure that volunteers have completed the Match forms

- Mileage
- Supplies
- Time

## PIT Lead Responsibility #5: Post-PIT Debriefing

- Conduct a debriefing session or meeting with those that helped with the planning or overnight count, talk about what others experienced, lessons learned, things to change for next year
  - Provide opportunity for feedback, suggestions, and reflections
- Opportunity to ensure volunteers submitted match forms
- Share news article links or other media attention regarding the PIT to CoC staff
- Use social media, websites, and public meetings to talk about the count and the PIT trends in the community

## HUD Resources

- Counting People in Structures for the PIT Count (including RVs, tents, and tiny houses) - <https://files.hudexchange.info/resources/documents/Counting-People-in-Structures-for-the-PIT-Count.pdf>
- PIT count Volunteer Training Toolkit - <https://www.hudexchange.info/resource/5864/pit-count-volunteer-training-toolkit/>
- PIT Count: Tips for Including People Experiencing Homelessness - <https://files.hudexchange.info/resources/documents/PIT-Tips-for-Including-People-Experiencing-Homelessness.pdf>

# Balance of State CoC Resources

## WI Balance of State HIC Guide

- The Housing Inventory Chart (HIC) is a requirement of HUD for the Continuum of Care (CoC) to have. It is essentially a live inventory of all beds and units in the CoC dedicated for those experiencing homelessness at any given time.
- There is also a recorded HIC Training that goes through the guide in detail.

## WI Balance of State PIT Data Guide

- The Point in Time (PIT) Guide is intended to provide guidance for PIT Leads on the data collection part of the PIT count, including data completion, gathering data from other agency partners and putting it all together.

<https://www.wiboscoc.org/point-in-time.html>

# Balance of State CoC Trainings



- Upcoming: 2024 PIT Safety Training, July 10<sup>th</sup> from 1:30-2:30  
<https://attendee.gotowebinar.com/register/3411634387757950300>
- Available at: <https://www.wiboscoc.org/point-in-time.html>
  - PIT Process & Planning (Session 1) – recording and slide deck
    - This webinar goes over the nuts and bolts of PIT methodology and any changes that have occurred with the process. Things that are covered include planning, such as who should participate, when should you go out, where should you go, how to count, changes to the survey forms, etc. Topics like after hours plan, the role of the SSO and importance of match collection are also covered.
  - HMIS & PIT Data (Session 2) – recording and HMIS resources
    - This webinar is about all things PIT and HMIS. ICA staff review how to run reports in Clarity, collect data and how to clean up common errors.
  - Putting it all Together (Session 3) – recording and slide deck
    - This looks at the Non-HMIS form, Deduplication Chart, HMIS data and Post PIT survey and how it all fits together.
  - Community Partner and Post PIT survey (Session 4) – recording and slide deck
    - This training covers everything you need to know about the Post PIT Count such as what it is, who should be included, how to do the count, how to determine if someone is homeless if they are sleeping in ambiguous sleeping locations, and the PIT surveys. This is a good webinar to share with partners outside of the homeless services system to expand your Post PIT count.
  - Non-HMIS, Deduplication, Observation Only Forms Refresher – recording
    - This training is a refresher about common missing information on the Non-HMIS form and a few changes to the Deduplication Chart and the Observation Only Form process.
  - Housing Inventory Chart (HIC) Training – recording and HIC Guide
    - This training goes through the HIC in detail. There is also a HIC Guide that is included with this training.



# Contact Information



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