WI BALANCE OF STATE COC: POINT-IN-TIME TRAINING #1

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Purpose of the Point-in-Time (PIT) Count

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Why do we do this twice a year?

Why do we have to wake people up when they are sleeping?

Results

Point-in-Time (PIT) Overview

- A Point-in-Time (PIT) count is an unduplicated count of people experiencing homelessness during a designated one-night period.

- A PIT count is intended to capture a minimum amount of information on people experiencing homelessness, serve as an outreach opportunity to engage people sleeping in unsheltered situations, and create a "snapshot" of what homelessness looks like in a community.

- A PIT count <u>does not</u>:
  - Count everyone that has ever been homeless in every community
  - Promise 100% accuracy
  - Work without volunteers and community support

- A PIT count is the <u>only</u> data source that brings together data on the following:
  - People in emergency shelter, motel vouchers, transitional housing & safe havens regardless of whether the agency uses HMIS (Homeless Management Information System).
  - People sleeping in places not meant for human habitation, unsheltered
  - People served through a victim service provider (VSP)

Why do we do the PIT?

- We need to better understand who is accessing the system and who is not. This is true at a community level, the CoC level, and the Statewide level.

- Data collected during the PIT can help individual service providers, local coalition agencies, and the CoC:
  - Justify requests for additional resources
  - Raise public awareness of homelessness within the community
  - Plan future services to meet the needs of the unsheltered population
  - Allocate resources across jurisdictions, service providers, or programs for different subpopulations experiencing homelessness
  - Analyze trends and measure performance toward preventing and ending homelessness
  - Comply with reporting requirements from the CoC, DEHCR, WI Interagency Council, HUD, other funders and local stakeholders.

Requirements

- Under the CoC Program Interim Rule:
  - CoCs must plan and conduct, at least biennially, a PIT count of homeless persons within the geographic area. (578.7)
  - A PIT count is defined as a "count of sheltered and unsheltered homeless persons carried out on one night in the last 10 calendar days of January." (578.3)

- CoCs are required to submit their PIT count data through the HUD HDX website annually (April-May).

- CoCs are required to provide PIT count data to the entity responsible for the Consolidated Plan jurisdiction(s) located within the CoC, when requested.

- All CoC and ESG funded agencies are required to participate in the PIT count.

Why do we go outside in the middle of the night?

- Think of the PIT count like an outreach activity

- People that you are going to interact with during the overnight street count/known location count are sleeping in places not meant for human habitation.

- Some may have attempted to access housing or shelter services, some are not aware of the availability of services, some have been deemed "not eligible," some are fearful of the system

- This is your chance to offer help, to listen, to provide services (motel voucher, shelter, housing resources) to someone that many not have otherwise asked for or received help.

- Most often, 363 days of the year we ask people in crisis to come to us. 2 days a year, coordinated across the state, we go to them. We meet them where they are at. And we offer our services directly to them without being asked.

Why do we do this two times a year?

- HUD requires the PIT count every other January.

- In the CoC Competition, we receive additional points because we use the PIT count every January and July to illustrate our coordinated, CoC-wide outreach we are required to do.

- Life in Wisconsin in July looks different than in January. By engaging in the count during each seasonal mid-point, we have a better picture of what is happening across all 69 counties.
  - In 2021, the Balance of State CoC unsheltered count in January was 106 households. In July, it was 377 households.
  - Because of this alarming unmet need and data to back it up, the CoC was able to successfully advocate for more shelter/motel voucher resources to be made available to help address this need. More funding was provided through DEHCR and DCF.

- The Balance of State uses donated time and mileage for planning and conducting the PIT count as match the CoC planning grant. The CoC's match obligation is over **$75,000**. To limit the cost burden on coalitions, we use PIT match (as well as committees, Board, and coalition time donated to the CoC).
  - Each PIT count generates approximately $13,000 in match for the CoC. The goal is to increase this contribution!

HUD's Response

- Counting and interviewing people sleeping in unsheltered locations during the winter months can provide a more precise count of people who are <u>unable or unwilling</u> to access emergency shelter or other crisis response assistance.

- In many communities, winter is the season when the public is most concerned about the ability of homeless people to <u>survive,</u> and many CoCs find it easier to recruit volunteers.

- A count on one of the coldest nights of the year can be very effective in raising <u>public awareness</u> of the challenges faced by homeless people without shelter.

- Conducting the count during the <u>end of the month</u> helps to count people who cycle in and out of homelessness and who may be able to pay for temporary housing (e.g., motel) at the beginning of the month when public benefit payments are available but are unable to do so at the end of the month.

- Conducting PIT counts in January ensures that CoCs have sufficient time to compile data and report the information to HUD via the Homelessness Data Exchange (HDX) in advance of the annual CoC Program Competition. This timeframe also provides consistency to the national data HUD receives from CoCs.

- Because it is easier to count people in shelter than on the street –or 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–conducting the count on a night when the shelters are most full will lead to the most accurate count.

- HUD recognizes that, while this approach may improve the overall accuracy of the count, a January PIT count is not intended to represent the extent to which people may be unsheltered at other times during the year or over more than a 1-night period.

https://www.hudexchange.info/resources/documents/PIT-Count-Methodology-Guide.pdf (page 24)

Why do we have to drive to the middle of nowhere?

- The CoC is required to conduct a PIT count across 100% of the geographic area covered by the CoC.

- The Balance of State CoC covers 69 counties within 21 local coalitions. Each coalition is required to conduct the count over the coalition's entire geographic footprint.

- **Location matters:**
  - In urban areas (defined as eligible for PATH funding), the coalition is required to conduct an unsheltered grid-based street count.
    - PATH eligible areas include: the City of Green Bay, the City of Kenosha, the City of Appleton, Waukesha County, and Rock County
  - In rural areas (defined as not eligible for PATH funding), the coalition is required to conduct an unsheltered known location count. "Known" includes all locations commonly used or could be used during the overnight hours as a place to stay.

Why do we have to wake people up when they are sleeping? WIBOSCOC

- The CoC is required to ensure the data collected during the PIT is deduplicated. Meaning, that people surveyed are only counted one time.

- Data quality and deduplication plans must include methods to:
  - Verify people are homeless (as defined in the HUD Notice)
  - Confirm people counted during the PIT were homeless on the single PIT count night
  - Confirm each person counted was not already counted within a community or coalition's count

- To be counted during the PIT, a person must be homeless on the PIT count designated night and not counted anywhere else.

- In order to allow people to be counted that were not engaged during the overnight count, but were identified the next day, a survey must be used as part of the deduplication strategy.

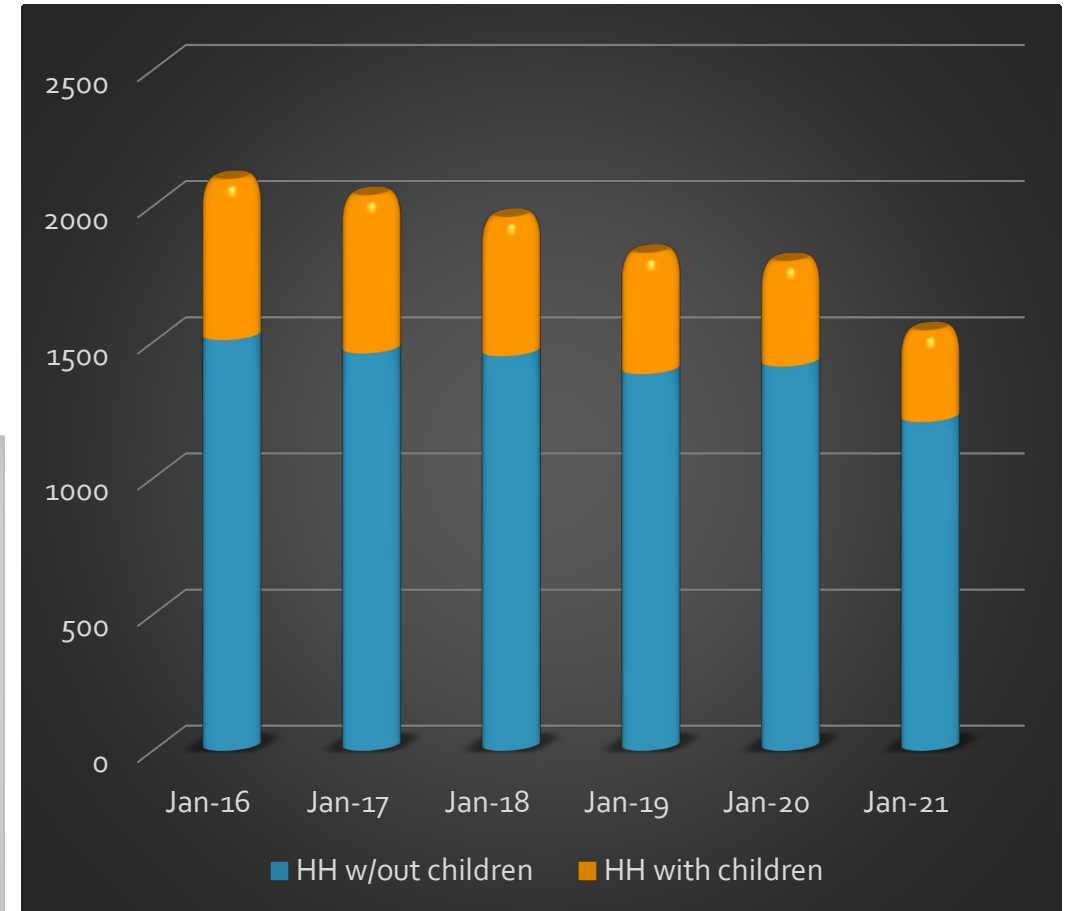- Finally – how do you know what someone wants or needs if we don't ask them?
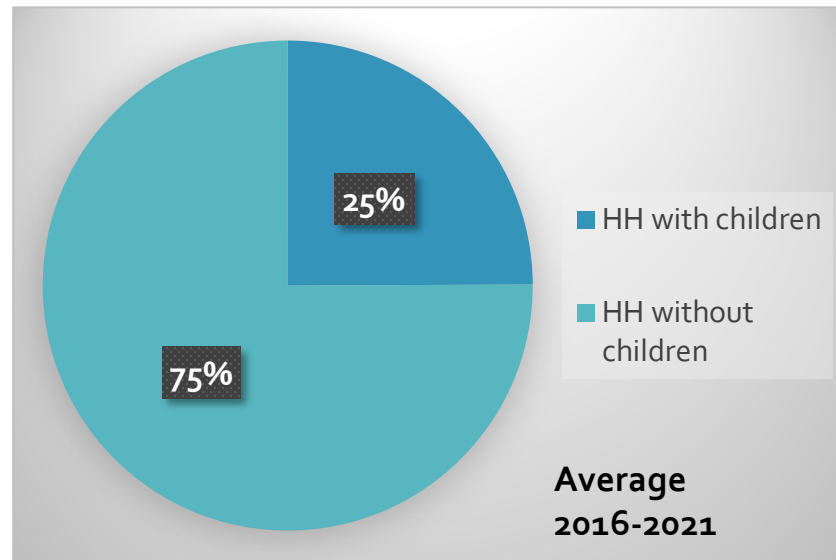
Point-in-Time - Total

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	Jan 2016	Jan 2017	Jan 2018	Jan 2019	Jan 2020	Jan 2021
HH w/out	1509 72%	1460 72%	1450 74%	1384 76%	1412 79%	1208 79%
HH with	582 28%	572 28%	502 26%	436 24%	378 21%	328 21%

Point-in-Time:

- 4ᵗʰ Wednesday Jan & July

- Includes sheltered & unsheltered, domestic violence providers, non-gov't funded projects

- Snapshot of community

25%
75%

- HH with children
- HH without children

Average 2016-2021

HH w/out children   HH with children

Point-in-Time data – WI Balance of State CoC

HH = Household
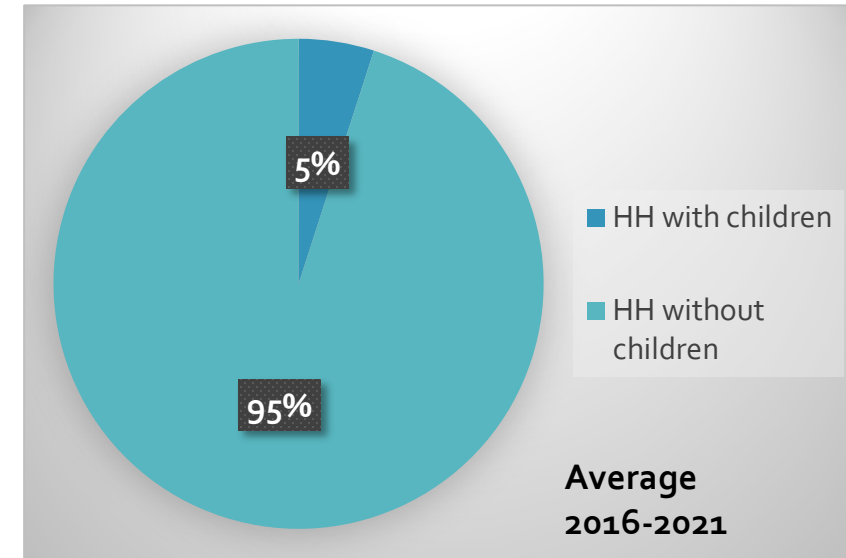HH w/out = household that does not include any children (under 18)
HH w/ = household that includes at least 1 adult and at least 1 child (under the age of 18)

Point-in-Time – Unsheltered Only

WIBOSCOC

	Jan 2016	Jan 2017	Jan 2018	Jan 2019	Jan 2020	Jan 2021
HH w/out	116 90%	128 98%	99 93%	82 99%	103 94%	102 96%
HH with	13 10%	2 2%	7 7%	1 1%	6 6%	4 4%

During the July 2021 PIT count, there were 7 HH with children & 370 HH without children identified as unsheltered.

5%

95%

- HH with children
- HH without children

Average 2016-2021

HH = Household
HH w/out = household that does not include any children (under 18)
HH w/ = household that includes at least 1 adult and at least 1 child (under the age of 18)

Point-in-Time data – WI Balance of State CoC

Point-in-Time (PIT) Planning & Process

Night of the Count

Geography

Partners

Targeted Subpopulations

Process & Tools

Post Count Window

Community Debriefing

WIBOSCOC

The Night of the Count

The PIT count occurs during the overnight hours on the 4th Wednesday of January and July.

- In 2022, the January count is from Wednesday, January 26th to Thursday, January 27th.
- In 2022, the July count is from Wednesday, July 27th to Thursday, July 28th.

The Balance of State established time parameters around the night of the count.

- No unsheltered street or known location count can begin before 11:00 pm on Wednesday, January 26th. The preferred start time is midnight.
- No unsheltered street or known location count can continue after 6:00 am on Thursday, January 27th.

All people counted for the "night of the PIT" must have experienced homelessness during the overnight hours between 11:00 pm on Wednesday, January 26th and 6:00 am on Thursday, January 27th.

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Geography

The Balance of State CoC is responsible for conducting a sheltered and unsheltered PIT count across the all 69 counties, 100% of the geography.

The **Sheltered Count** must include an inventory and count of people staying at:

- All emergency shelters and motel voucher programs regardless of funding or the use of HMIS
- All Safe Haven programs (1 in Waukesha)
- All transitional housing programs regardless of funding or the use of HMIS

The **Unsheltered Count** must include a count of people staying in places not meant for human habitation and identified during a:

- Street count (urban areas identified as eligible for PATH funds)
- Known location count (all other areas)
- Post-PIT count window

Geography

- Each local coalition is responsible for their **entire geographic footprint**.

The Dairyland coalition includes the counties of Eau Claire, Buffalo, Jackson, and Trempealeau.

This is a map of Eau Claire county.

Geography

To exclude, or not count, a particular area within a coalition's geographic footprint, there must be documentation as to why.

- Reasons can include: forest, marsh, swamp, lakes, vacation or gated communities, culturally specific communities in which permission has not been granted (i.e. tribal land, Amish).
- Other reasons can include: a lack of 24 hour establishments, no shelter or services located nearby, or historical data to confirm a low likelihood of people experiencing homelessness in that area.

The reasons must be documented and submitted along with the post-PIT survey. Be prepared to explain the decision-making process and who was included in the decisions.

- Best practice:
  - Submit a map (similar to the previous slide or a DOT map) outlining the area not covered or area covered.
  - Include a narrative explanation as to the reasons justifying why the area was not included in the coalition's PIT count.

Partners

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In addition to required agencies, look to your coalition partners. Formally invite elected officials and their staff – city, county, State & Federal level. Reach out directly to student clubs and organizations, community volunteer organizations, and even the media.

This is just the start of a list!

- Nonprofit homeless providers
- Victim services providers
- Faith-based organizations
- City & county government officials
- Businesses & private sector
- Advocates
- Housing Authority – city & county
- School district staff
- Human Services staff
- Managed care agency staff
- Service clubs & organizations
- Emergency services – include fire & rescue

- Emergency Shelters
- Jail & Juvenile Detention
- Probation/Parole
- Workforce resource & Job Center
- Youth-specific organizations
- Food pantries/meal sites
- Head Start/4K program staff
- Park & recreation staff
- Public Health department staff
- Economic Support staff
- Media – radio, TV, newspaper

- Mental health agencies
- Hospitals
- Universities or tech school staff & student groups/organizations
- Affordable housing developers
- Law enforcement – police & sheriff
- Landlords & management comp.
- Veteran-specific organizations
- People with lived experience
- Foundations (i.e. United Way)
- Any one else with a passion for ending homelessness

Subpopulations

- Each year as part of the CoC Competition, the CoC is required to describe how targeted and specific outreach is conducted during the PIT process to ensure accurate data is collected for certain populations:
  - **Chronic Homeless**
  - **Veterans**
  - **Families**
  - **Youth**

- This includes the planning process, partner participation, approaches used to engage people, and locations visited.

- It is critical that each coalition relies on the experience and expertise people with lived experience can provide. This requires intentional outreach, an investment of time, and commitment to using the information to enhance the process.

Chronic Homeless & Veterans

Households who are chronically homeless

- Training on the chronic homeless definition – counting episodes, timeline development, asking about disabling conditions in a trauma informed way
- Reviewing the coordinated entry list for those identified as chronic homeless to confirm their location on the night of the PIT
- Outreach teams should pre-scout routes and visit known locations to help prepare people for the count
- After the PIT, the post count window provides an opportunity for other types of organizations to help identify those that were homeless during the PIT night.
  - Focusing on places people who are unsheltered might frequent during the day. (i.e meal sites, food pantries, drop-in centers and libraries).
  - Advertising and engaging with hospital staff, law enforcement and crisis centers to help plan and know what to look for, what questions to ask, and who to contact. This can also include free clinics, 24 hour establishments, mental health clinics & addiction services.

Veteran Households

- Training on the definition of Veteran
- Outreach to VFW and other veteran-specific social venues or groups
- Engagement with services available specifically and targeted to people who are Veterans and their families
- Conduct post-PIT activities with VA staff, State DVA staff, SSVF providers, VASH case managers, and County-Veteran Services Officers.
- Advertise and engage with local VA clinics, Veteran-specific events, and recruit help from Veterans

Families & Youth

Families

- Training on the definition of parenting youth, unaccompanied youth, and young adult
- Targeted outreach at youth hangouts, drop-in centers, and family specific events.
- Pre-scouting at state and local parks, talking to law enforcement about locations, visiting safe-parking alternatives (including Walmart)
- Post-PIT window should focus on places where families might frequent during the day or access.
  - Places can include: schools, libraries, YMCA, boys & girls club, after school programs, and park & recreation activities.
  - Advertising and engaging with faith-based organizations, children & youth organizations and clubs to help plan and know what to look for, what questions to ask, and who to contact.
  - Collaborating directly with RHY funded providers, youth advocates, Human Service staff, juvenile intake and public health.

Youth

- The local/regional youth action group should be part of the planning process.
- Outreach and engagement with stakeholders serving youth including Workfroce Development Board Youth Specialists, church youth groups, boys & girls club, youth drop-in centers, school district staff, RHY funded providers, Youth Action Council members, Transition Age Youth (TRA) providers)
- Youth with lived experience must be part of this process – planning, identifying locations, participating in the overnight count, outreach activities, and policy development. This includes targeted recruitment through social media, word of mouth, flyers, and through partner agency staff.

Process

- **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 federal, state or local government programs for low-income individuals" on the night designated for the count. This includes individuals residing in Safe Havens. (24 CFR 578.3)
    - Includes all persons who entered on or before the date of the count **&** exited after the date of the count (or have not yet exited)

- **Unsheltered Count**
  - Individuals and families "with a primary nighttime residence that is a public or private place not designated for or originally used as a regular sleeping accommodation for human begins, including a car, park, abandoned building, bus or train station, airport or camping ground" on the night designated for the count. (24 CFR 578.3)

  There is a handout (PIT Changes 2022) that goes more in depth on the PIT Process. These slides are just an overview. https://www.wiboscoc.org/point-in-time.html

People Who Must NOT be Included

- **Those residing in the following locations on the night of the count are prohibited from being included (per HUD):**
  - Persons residing in permanent supportive housing (PSH) programs, including those using HUD VASH vouchers.
  - Persons residing in other permanent housing (OPH) programs, including those in grant per diem (GPD) Transition in Place (TIP) projects.
  - Persons counted in any location not listed on the Housing Inventory Chart (HIC).
    - NOTE: this assumes all shelters, motel vouchers, and transitional housing projects are listed on the HIC.
  - Persons temporarily staying with family or friends. This includes doubled up or couch surfing.
  - Persons residing in housing they rent or own (i.e. permanent housing), including those residing in rental housing with assistance from rapid re-housing projects.

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Counting People in Ambiguous Sleeping Locations

HUD has provided additional guidance to help determine how to characterize someone's sleeping situation for the purposes of the PIT count.

Please refer to the PIT Changes 2022 handout for details.

Unsheltered	Housed	
•Tents •Vehicles – cars/trucks/vans, recreational vehicles •Tiny Homes	•Possibly RVs •Possible Tiny Homes	People in Hard to Access Structures

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Population Data

- The CoC is required to collect and report information on the demographic characteristics of all people reported as sheltered or unsheltered by household type <u>and</u>, within each household type, by age category, gender, race, and ethnicity. Information must also be collected on veterans, chronic and youth households.
  - Youth includes: parenting youth, unaccompanied youth, and young adults.

- Additional homeless population data should be collected on adults or unaccompanied youth.
  - Survivors of domestic violence,
  - serious mental illness,
  - substance use disorder, and
  - HIV/AIDS.

Please refer to the PIT Changes 2022 handout for definitions.

Post Count Window

- HUD allows an extended time frame (no more than 7 days) after the designated night of the PIT count in order to identify additional people who were unsheltered on the night of the PIT but not engaged or surveyed.

- Service-based counting focuses on conducting interviews with people experiencing homelessness but not seeking shelter who may utilize other mainstream resources and frequent community locations such as meal sites, food pantries, drop-in centers, day shelters, and libraries.

- The service-based count serves as a SUPPLEMENT to the night of the count approach.
  - The post count requires face-to-face or virtual contact with the person and completion of the Unsheltered PIT Survey form.
  - The Balance of State CoC will allow and encourages the use of the post-count window.
  - **The window opens at 6:01 am on Thursday, January 28th and ends Wednesday, February 3rd at 5:00pm.**

Service Based Count

Service Based Counts are an opportunity to connect with other partner agencies and community locations in which people experiencing homelessness may frequent.

This can include:

- Emergency shelters
- Meal sites, food pantries
- Drop-in centers, day shelters
- Human services, job services & workforce resource, housing authorities
- Community mental health center, hospital emergency rooms, free clinics
- Addiction services, treatment centers
- Police department, sheriff, probation & parole
- Libraries
- Faith-based organizations
- Youth providers and runaway programs, other youth-serving programs
- School district staff

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Tools

Unsheltered PIT Survey 2022 – there are 2 versions: instructions included & the short version

- This is the form that must be completed during the overnight count and during the service based post-PIT count.
- There are 3 sections: 1 required page, 1 encouraged by not required page, and 1 optional page.
- On the required page, the information to collect was reduced in 2021 based on feedback. In the footer of the document there are 2 questions that must 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?

Unsheltered Observation PIT form 2022

- This form should be considered as a last resort during the overnight count. It cannot be used during the service based post-PIT count.
- Unless you can say with reasonable certainty that based on an observer's professional judgment the signs and clues indicate that the person is "definitely" unsheltered during the night of the count and experiencing homelessness – they cannot be counted.
- There is 1 required page. In the footer of the document, there are two 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?

Please refer to the specific forms posted on the website and updated annually. https://www.wiboscoc.org/point-in-time.html

Tools - Online

- There are 4 online Google drive links that are required to be used for the PIT count data collection process.
  - The **first link** is the Non-HMIS PIT Form. This form has been reset but is the same form used in previous counts. There are some language changes and additional options required by HUD under gender, ethnicity, and race.
  - The **second link** the Deduplication Form. This form has been updated to include the information on both the Unsheltered PIT Survey and the Observation Only PIT form. Every unsheltered person must be recorded on this chart. This includes people identified as unsheltered:
    - During the night of the PIT count and a survey was completed
    - During the night of the PIT count and an observation only form was completed
    - During the post-PIT count window and a survey was completed
  - The **third link** is the Housing Inventory Chart (HIC) for the PIT month – either January or July. This chart should include a list of all emergency shelters, motel vouchers, transitional housing programs, permanent supportive housing, and rapid re-housing projects dedicated to people who are homeless regardless of the type of funding they receive or if they use HMIS.
  - The **fourth link** is the Post-PIT survey. This form provides an opportunity for the PIT lead to provide feedback, provide explanation regarding geography not covered during count, and report on who participated in the count. There are also some system-level and process related questions.

Community Debriefing

Often there are a lot of meetings and conversations before the PIT on process, training and tools. There are not always conversations that happen after the PIT on what happened or an opportunity to debrief the experience.

It is strongly recommended that communities plan for and facilitate opportunities for discussion, feedback, and reflection.

There could be two kinds of meetings:

Those that participated in the planning and the overnight count to talk specifically about the experience, situations encountered, new places to add or remove, etc.

Community facing meeting to talk about results and data. Reports should be shared with those that participated, elected officials, consolidated planning departments, and coalition members.

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PIT Lead Specific Responsibilities

There must be at least 1 designated person in each coalition that serves as the Point-in-Time (PIT) lead.

The PIT lead is responsible for the entire coalition's PIT count process. This includes:

- Planning efforts, outreach, and community engagement in order to cover the coalition's entire geography
- Ensuring all staff, partner agency staff, community volunteers and stakeholders have received adequate training on privacy, methodology and process, safety, and data collection requirements
- The actual overnight count process (sheltered & unsheltered)
- Data collection and submission associated with the PIT count (sheltered & unsheltered)
  - This includes both HMIS data and non-HMIS data.
  - This includes the Housing Inventory Chart (HIC), the Non-HMIS PIT form, the deduplication chart, and the post-count survey.
- The service based post-PIT count process
- Collecting and verifying all match (donated time and mileage)

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Match

- Each coalition has a specific Google form link available for volunteers to document their donation of time and/or mileage associated with the PIT planning process, the overnight count, the service based post-PIT count, and debriefing.

- The PIT lead is responsible for ensuring that everyone that participates in the PIT process knows how to fill out the form and has access to the link.

- The PIT lead or CoC staff can also provide a paper version if requested.

- In 2022, the rate for donated time is $26.26/hour. It is important that each person identifies what part of the PIT process they were involved in and for how many hours.

- Time can only be donated if that time and/or mileage was not paid for with CoC funds or used as match to another grant.

Other Responsible Parties

- All HUD CoC-funded agencies, Balance of State CoC sub-recipients, and ESG-funded agencies are required to participate in the overnight unsheltered PIT count.

- Institute for Community Alliances (ICA) as the HMIS lead for the Balance of State is responsible for providing training and technical assistance to ensure the HMIS data is extractable from the system for the purposes of the PIT count.

- CoC Staff are responsible for providing training to the PIT leads, reviewing and revising methodology and guidance, working with the HMIS lead to collate and deduplicate HMIS data, updating survey tools and forms, reviewing post-PIT survey results, consolidating the 21 coalitions individual data into the CoC's final submission, and participating in the overnight count within the Balance of State CoC.

- CoC Director annually submits Housing Inventory Chart (HIC) and PIT data through the Homeless Data Exchange (HDX) to HUD.

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Coordinated Entry
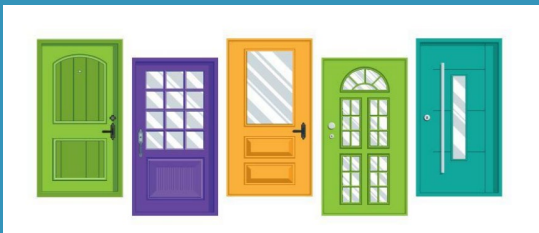
Access to Coordinated Entry

After Hour Plan

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Access to Coordinated Entry

- The PIT count is not just to count unsheltered homeless. We also need to ensure these folks are connected to emergency services and Coordinated Entry.

- Coordinated Entry should not get in the way of those seeking or in need of emergency services.
  - The primary focus for each coalition should be to have a plan in place to provide emergency services to those they locate during the PIT count . This could include designated motel vouchers, a warming shelter, or overnight beds. At minimum, each coalition must implement the plan outlined in the approved After Hour plan.
  - Once emergency services have been offered and/or provided, then a plan to connect the client with Coordinated Entry and housing solutions can be addressed.
  - If emergency services are not available, at minimum Coordinated Entry must be offered to the client. If this is not done in live time, it can be scheduled for the next business day.

- According to the WI BOSCOC Coordinated Entry Policy & Procedure Manual:
  - Outreach activities are required to be done a minimum of twice per year. These activities can be done in conjunction with the Point-In-Time Count, or at another time as determined by the Local Homeless Coalition. Each Local Homeless Coalition is required to coordinate with existing street outreach programs as well as private and public agencies, social service organizations, etc. for referrals, so that people sleeping in unsheltered locations, and those not actively seeking services, are prioritized for assistance in the same manner as any other person assessed through the coordinated entry system. All outreach efforts must cover the entire geographic area of the LCES.

- The PIT count allows us to see how many of the unsheltered folks we meet are already connected to Coordinated Entry and how many are not. This helps guide our case conferencing efforts and outreach efforts.

After Hour Plan

- **HUD Coordinated Entry Notice: Section II.B.7.b**
  - A CoC's written CE policies and procedures must document a process by which persons are ensured access to emergency services during hours when the coordinated entry's intake and assessment processes are not operating.
  - CE written policies and procedures must document how CE participants are connected, as necessary, to coordinated entry as soon as the intake and assessment processes resume operating.

- **WI BOSCOC Coordinated Entry Policy & Procedure Manual (page 20)**
  - Each Local Homeless Coalition must develop an After-Hours Plan that outlines the process for connecting people experiencing homelessness to emergency services and the Coordinated Entry System.
  - The plan should be reasonable given the geographic area and availability of emergency services and ensure persons experiencing homelessness are able to access the Coordinated Entry System during the operating hours of participating agencies in the Local Homeless Coalition.
  - The After-Hours Plan must cover the entire geographic area of the Local Homeless Coalition . If the Local Homeless Coalition covers multiple counties, there can be several county-specific plans, if each is approved by the whole homeless coalition.
  - The After-Hours Plan must be voted on and approved by the local homeless coalition.
  - The plan must be reviewed and updated at minimum annually and voted on and approved by the local homeless coalition.

Additional Resources & Trainings

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Homeless Definition

- HEARTH Homeless Definition
https://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf

- Criteria and Recordkeeping Requirements for Definition of Homeless
https://www.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf

- Children and Youth and HUD's Homeless Definition
https://www.hudexchange.info/resources/documents/HUDs-Homeless-Definition-as-it-Relates-to-Children-and-Youth.pdf

Housing Inventory Chart (HIC) & Point-in-Time (PIT)

- Notice CPD-21-12: HIC and PIT Count Data Collection for CoC and ESG Programs (published November 2021)
https://www.hudexchange.info/resource/6537/notice-cpd-21-12-hic-and-pit-count-data-collection-for-coc-and-esg-programs/

- HUD Guidance: Point-in-Time Count Methodology Guide (published March 2015)
https://www.hudexchange.info/resource/4036/point-in-time-count-methodology-guide/

Additional Resources & Trainings

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- HIC & PIT Count Safety Considerations for Counting during COVID-19 (published November 2021)
https://www.hudexchange.info/resource/6543/hic-and-pit-count-safety-considerations-for-counting-during-covid19/

- Point-in-Time Count Standards and Methodologies Training (published June 2018)
This is intended for anyone involved in the planning & implementing the PIT count. It is a self-paced online training.
https://www.hudexchange.info/trainings/courses/point-in-time-pit-count-standards-and-methodologies-training/

- Point-in-Time Count Implementation Tools (published April 2018)
https://www.hudexchange.info/resource/4433/point-in-time-count-implementation-tools/

- Point-in-Time Survey Tools (published January 2022)
https://www.hudexchange.info/resource/3322/point-in-time-survey-tools/

- HUD Point-in-Time Office Hours – recording & materials for November 23, 2021 mtg & December 15, 2021 mtg. January 12, 2022 has not yet been posted.

https://www.hudexchange.info/programs/hdx/guides/pit-hic/#pit-count-office-hours

- CoC Analysis Tool: Race and Ethnicity (published March 2020)
https://www.hudexchange.info/resource/5787/coc-analysis-tool-race-and-ethnicity/

- Counting People in Structures for the PIT Count (published January 2022)
https://www.hudexchange.info/resource/6562/counting-people-in-structures-for-the-pit-count/

Additional Resources & Trainings

PIT Count Volunteer Resources

The PIT Count Volunteer Training Toolkit includes a number of customizable files intended to provide CoCs different resource options for starting or updating their own PIT count volunteer training efforts. (published September 2019)

- https://www.hudexchange.info/resource/5864/pit-count-volunteer-training-toolkit/

This includes:

✓ Trainer's guide
✓ Sample Slide Deck that could be used to train your own PIT count volunteers
✓ Sample Volunteer Refresher Handout that provides tips and resources to volunteers conducting your PIT count
✓ Sample List of Resources that includes a list of potential types of local resources your coalition might consider documenting and printing off for volunteers to take with them when they conduct the PIT count
✓ Sample Resources Handouts include full-page size, half-page size, postcard size, and business card size.

Additional Resources & Trainings

PIT Count – Specific Subpopulation Guidance

Guidance for Domestic Violence Partners and CoCs on Participating in the PIT Count (published December 2018)

- Partnering with CoCs on the PIT Count: What Domestic Violence Providers Need to Know

  https://files.hudexchange.info/resources/documents/PIT-and-DV-Partnering-With-CoCs.pdf

- Engaging with Domestic Violence Survivors: What CoCs Need to Know

  https://files.hudexchange.info/resources/documents/PIT-and-DV-What-CoCs-Need-To-Know.pdf

- Point-in-Time Count Fact Sheet on Identifying Survivors of Domestic Violence

  https://files.hudexchange.info/resources/documents/2019-PIT-Count-DV-Fact-Sheet.pdf

Veterans

- Veterans HIC/PIT Count Data Guidance Tool (published December 2016)

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

Additional Resources & Trainings

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PIT Count – Specific Subpopulation Guidance

Youth

- Housing and School Partnership on the Point-in-Time Count (published December 2018)

  https://www.hudexchange.info/resource/5184/housing-and-school-partnership-on-the-pit-count/

- Promising Practices for Counting Youth Experiencing Homelessness in the Point-in-Time Counts (published November 2016)

  https://www.hudexchange.info/resource/5175/promising-practices-for-counting-youth-experiencing-homelessness-in-the-pit-counts/

- Crosswalk of Key Federally-funded Child and Youth Homeless Contacts (published February 2021)

  https://www.hudexchange.info/resource/5176/crosswalk-of-key-federally-funded-child-and-youth-homeless-contacts/

- Youth Count!

  https://www.hudexchange.info/homelessness-assistance/resources-for-homeless-youth/youth-count/

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