**About this Tool**

This Planning Tool can assist communities in planning for and conducting their PIT Counts, as well as the Housing Inventory Chart completion. The document lists the eight major planning steps, and offers a way to record information on major decisions related to the count. Continuum of Care Local PIT Coordinators should be the keeper of this document, which could be filled out at a CoC or PIT Count-specific meeting.

**Date of the PIT Count:**

**Identify the Geographic Area to Count**

* + List which county(ies) the CoC covers:
  + For CoCs that cover multiple counties, list which towns the covers:

Note: Check with AHS district office for clarification.

**Identify Sheltered Count Locations**

* + List all Emergency Shelters, Safe Havens, and Transitional Housing (designated for homeless) projects. Use last year’s Housing Inventory Chart as a guide.
  + List any of the above locations that were newly created since the last PIT Count:
  + Identify which locations will use HMIS to capture PIT data and which will use the PIT Survey (Google Form or Paper Form).
  + Identify the main Contact Person for each Sheltered Location’s Count

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| Sheltered Count Location | New since PIT?  (check if yes) | HMIS or Survey | Contact Person |
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**Identify Unsheltered Count Locations**

Background: Because of Vermont’s rural geography, VCEH carries out a *known locations* count of unsheltered persons as opposed to *complete coverage* count. This means it’s up to local CoCs to identify where one might expect to find people experiencing homelessness. CoCs should use the collective knowledge of service providers, and persons experiencing homelessness when possible, to identify these locations prior to the PIT Count.

* Identify and/or map the specific locations to be included in the CoC’s unsheltered count. Use the chart below to brainstorm if helpful.
  + Review all of the following categories in identifying unsheltered locations:
    - Bridges or overpasses
    - Campsites/encampments
    - Parks
    - Outside of certain businesses or buildings (churches, gas stations, etc.)
    - Parking lots
    - Abandoned buildings
    - Streets or street intersections

List unsheltered locations to count:

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* Identify any specific unsheltered locations that will be excluded from the count and the rationale, if applicable (i.e. concerns for safety, private property):

**Publicize & Inform Relevant Entities of the PIT Count**

* Identify and inform appropriate entities in your CoC about the PIT Count (schools, churches, police departments, etc.):

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* Use posters or publicity materials created by the VCEH PIT Count Committee to publicize the Count. People experiencing homelessness who are aware of the PIT Count before it happens will be more likely to respond to volunteers.

**Volunteer Recruitment**

* Identify volunteers for the night of the PIT Count: (service providers, community members, or persons with lived experience of homelessness)

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| Volunteer Name | Agency (if applicable) | Contact Information |
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| Volunteer Name | **Agency (if applicable)** | **Contact Information** |
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**Volunteer Training**

* Identify and share training opportunity(ies) for the PIT Count volunteers on how to use the updated survey tool. Trainings include a statewide webinar put on by the PIT Committee, watching the recorded webinar, and/or in-person with the CoC Support Specialist or PIT Coordinator.

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| Training Date | Trainer(s) |
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**Volunteer Deployment & Logistics**

* Assign unsheltered locations (from list created) to volunteer teams of at least two people.

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| Volunteer Names | Assigned locations to count | Time Period |
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* Provide all volunteers with PIT Coordinator’s and other leaders’ contact information.
* Set up a central “command center” if desired.

**Submit all PIT & HIC Data**

* Confirm that all providers using HMIS confirm their PIT data with ICA by one week after PIT Count.
* Confirm that all providers using HMIS confirm their HIC data with ICA by two weeks after PIT Count.
* Send completed paper forms to Daniel Blankenship at VSHA for all of Vermont ***except***ChittendenCounty; send Marcy Esbjerg at CEDO Chittenden County forms