

Local CoC Point in Time (PIT) Count Coordinator

The Coordinator is responsible for planning and executing the local Continuum of Care's annual Point in Time Count, in alignment with the planning efforts of the VCEH and with support from local Continuum of Care members. Please refer to the PIT Count Planning Tool as well for support and guidance.

The following tasks and responsibilities are meant to guide Local PIT Coordinators; some of them may be done on an as-needed basis, dependent on each CoC's needs and capacity.

Communication

- Inform CoC partner organizations about PIT Count date, coordinator contact information and other logistics as needed.
- Inform relevant entities (churches, libraries, law enforcement, local government, hospitals and clinics) about PIT Count date and coordinator contact information.
- Act as a key point of contact for the VCEH, local CoC, local ESD office, and PIT Count volunteers.

Volunteer Recruitment, Training & Coordination

- Recruit volunteers for PIT Count (service providers and local CoC members, persons with experience of homelessness, and/or community members).
- Ensure volunteers are trained in completion of the PIT Count forms, through the statewide webinar or a locally coordinated training. Contact CoC Support Specialist for a local training.
- Decide upon and communicate volunteer logistics for the night of the count (contact information, turning in forms, assigned locations to count, command center, etc.)

Administration & Planning

- Work with partners & providers to pre-identify unsheltered locations and areas to be counted.
- Ensure providers that use HMIS confirm their PIT data with ICA, the HMIS Lead Agency, by one week after PIT Count *and* HIC data by two weeks after PIT Count; reach out to ICA staff to get a status update on providers that need to confirm, as needed.
- Send completed PIT forms to:
 - Daniel Blankenship at VSHA for all of Vermont *except* Chittenden County.
 - Marcy Esbjerg at CEDO for Chittenden County.