About this Tool
This Planning Tool can assist communities in planning for and conducting their PIT Counts and Housing Inventory Chart (HIC). The document lists eight major planning steps and offers a way to record information on major decisions related to the count.

Date of the PIT Count: January 25th, 2023

Coalitions have seven days following the PIT Count, until February 2nd, to collect, verify, and enter information about persons experiencing homelessness on the night of January 25th

☐ **Identify the Geographic Area to Count**
- List which county(ies) the local housing coalition covers:
- For coalitions that cover multiple counties, list which towns are covered:
  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 (non-HMIS using shelters/TH programs only)
- Identify the main Contact Person for each Sheltered Location's Count

Sheltered Count Location	New since PIT? (check if yes)	HMIS or Survey	Contact Person

☐ **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 coalitions to identify where one might expect to find people experiencing homelessness. Local coalitions 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 coalition'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

    Coordinate with local organizations to bolster your count. Reach out to both ot partners and other organizations including:

    - ▪ Police Dept.
    - ▪ Schools
    - ▪ Libraries
    - ▪

List unsheltered locations to count:

- 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 area about the PIT Count (schools, churches, police departments, etc.):

- Use posters or publicity materials created by VCEH 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. These publicity materials will be available via VCEH and ICA websites.

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

Volunteer Name	Agency (if applicable)	Contact Information

☐ **Volunteer Training**
- Identify and share training opportunities for the PIT Count volunteers on how to use the updated survey tool. This year will include recorded trainings from the Institute for Community Alliances (ICA), our state's HMIS (Homeless Management Information System) lead on both HMIS data entry and non-HMIS data entry into the paper survey and Google Forms. ICA will also be hosting open office with dates to come. You may also provide additional training to your volunteers.

Training Date	Trainer(s)

☐ **Volunteer Deployment & Logistics**
- Assign unsheltered locations to volunteer teams of at least two people.

Volunteer Names	Assigned locations to count	Time Period

- 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**
- Verify all providers using HMIS confirm their PIT data with ICA by one week after PIT Count.
- Verify all providers using HMIS confirm their HIC data with ICA by two weeks after PIT Count.
- Enter all survey data into the Google Form created by ICA
- Anyone without access to the Google Form may send their data to Molly Shimko, VCEH CoC Program Coordinator, at mshimko@helpingtohousevt.org