

Meeting Summary for PIT Count Surveyor Training

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Quick recap

Jennifer Prins led a training session on the Point in Time Count, a part of the HUD Continuum of Care funding program, and discussed the roles, timelines, and process of conducting surveys. The team also discussed the importance of safety, gentleness, and coordination in outreach activities, and the connection between the Point in Time Count and the housing inventory. The meeting also covered the process of conducting surveys for unsheltered individuals, entering survey information into PIT LIVE, and the timeline for the Point in Time survey.

Next steps

- Agency/team leads to provide direction on who will collect paper surveys vs. enter data into PIT LIVE
- All surveyors to review survey forms and guides before conducting surveys
- Agency leads to coordinate with community partners to inform them about the surveys
- All participants to attend Q&A session at COC network meeting on January 16 if they have additional questions
- Surveyors to conduct surveys between January 22-28, 2025
- All surveyors to take notes on household IDs when creating them, as PIT Live does not provide copies of submitted forms
- Surveyors to enter all survey data into PIT Live by January 31, 2025
- All participants to review the checklist at the end of the presentation slides to ensure they are ready to participate in their role

Summary

Point in Time Count Training

Jennifer Prins, the Continuum of Care Coordinator for River Valleys, led a training session on the Point in Time Count, which is part of the HUD Continuum of Care funding program. The session covered the basics of the count, roles, timelines, and the process of conducting surveys. The training was recorded for future reference.

PIT Count Roles and Timelines

Nicole Cunningham provided additional guidance for each role, emphasizing the importance of safety, gentleness, and coordination in outreach activities. The session also highlighted the connection between the Point in Time Count and the housing inventory, and the importance of understanding trends and changes in homelessness. Nicole and Jennifer discussed the roles and timelines for the Point in Time (PIT) Count. Nicole clarified that all households active in coordinated entry are contacted to update their assessment or exit from the program if they are in housing. Housing providers, whether they use HMIS or not, are responsible for counting and reporting data for stayers in their programs. Jennifer added that there is no specific form for providers to report stayers, and the process involves confirming and correcting program details. The timeline for this process is through January 20th. Nicole also mentioned that the online reporting is for the PIT count part. Jennifer emphasized that if a shelter doesn't use HMIS, they should still participate in the count. Cathy expressed confusion about her role, and Jennifer suggested she might be in the unsheltered count survey area. Cathy also asked about counting people staying in motels, which Jennifer confirmed as part of the count. Amanda

asked about updating current living situations in HMIS for emergency shelters, to which Jennifer confirmed that as long as the data entry is up to date, it should work.

Conducting Point-in-Time Survey With Respect

In the meeting, Jennifer initiated a discussion about conducting the Point-in-Time (PIT) survey. She emphasized the importance of approaching individuals with respect and understanding, and not labeling them as homeless. Jamie and Amy shared their experiences and provided guidance on how to conduct the survey, including maintaining a friendly and open approach, explaining the survey's purpose, and ensuring participants' consent. They also discussed the importance of respecting individuals' boundaries and the option to decline answering certain questions. Amy mentioned that she would discuss the observation tool later. Jennifer encouraged the team to gather resources from the provided links during the break.

Conducting Surveys for Unsheltered Individuals

Amy and Jennifer discussed the process of conducting surveys for unsheltered individuals. Amy emphasized the importance of not conducting surveys with people in housing or shelter, and the need to create household IDs for those living together. She also highlighted the importance of noting any discrepancies between what respondents say and what is observed. Jennifer then demonstrated the survey form and the online survey tool, PITLIVE, and promised to provide further guidance through surveyor guides.

Survey and Observation Process for Homelessness

In the meeting, Amy provided a detailed walkthrough of the survey and observation process for identifying and counting people experiencing homelessness. She emphasized the importance of transparency, respect, and obtaining permission from individuals before conducting the survey. Amy also highlighted the need to exclude people in uniforms or engaged in legal activities, and to focus on unsheltered locations. Jennifer added that the survey is almost identical to the previous year's, and that the observation form should only be used if the survey cannot be completed. The team also discussed the importance of not guessing at people's demographic information during observations.

Avoiding Survey Duplication and Testing

Amy and Jennifer discussed the process of entering survey information into a site called PIT LIVE. They emphasized the importance of avoiding duplication of surveys and the use of a household ID for this purpose. Jennifer mentioned that the survey was currently closed for official use, but it is open for testing or familiarization with the questions. The team also discussed the need for clear communication among those entering the surveys to prevent duplication.

PIT Count Survey Process and Challenges

Jennifer, Jamie, and Amy discussed the process of conducting surveys for the Point-in-Time (PIT) count. Jamie was asked to test the process, using a fictitious person named Tracy Jones. They highlighted the use of PITLIVE, an online form, for data collection and emphasized the importance of community partnerships in reaching out to individuals who may not trust agencies. They also discussed the challenges of conducting surveys in rural areas without shelters and the potential use of coordinated entry outreach. Jennifer stressed the importance of taking notes during the survey process, as PitITLIVE does not provide a copy of the form. The team also discussed the need for data cleaning and resolving any issues that may arise after the surveys are submitted.

Point in Time Survey Timeline

Jennifer outlined the timeline for the Point in Time (Pit) survey, which will open on January 22 and close on January 31. She emphasized the importance of entering data into Pit Live by January 31. Jennifer also mentioned that there will be a Q&A session in the next Coc Network meeting on January 16. She encouraged participants to send her any unanswered questions via email. Jennifer also provided a link for signing up for the Coc meeting next week and reminded everyone to keep handy the links to the material and the recording.

Last edited CoC Staff (Host) Jan 09, 2025 02:40 PM