UNSHELTERED Point in Time Count Implementation Guide

FOR LOCAL COUNT LEADS AND VOLUNTEERS

12/27/2023

River Valleys CoC
Together. Ending homelessness.

Contents

NOTE: This Guide may be updated as new information becomes available. To ensure you are using the current version of the guide, please visit: https://www.rivervalleyscoc.org/point-in-time-count.html.

Point in Time Count Basics

What is the Point in Time Count?

The Point-in-Time Count, or PIT Count, is a one-day, statistically reliable, unduplicated count of individuals and families experiencing sheltered and unsheltered homelessness across the United States.

The U.S. Department of Housing and Urban Development (HUD) requires that each Continuum of Care (CoC) region conduct a count at the end of January every year.

Conducting a Point-in-Time Count is important for all communities. The count provides a snapshot of who is homeless on a given night. This information can be used to plan local homeless assistance systems, to tailor programs to meet existing needs, and to raise public awareness of homelessness.

In River Valleys CoC, the CoC coordinates the parts of the count that involve shelters and housing programs that report on stayers in their programs. The CoC also provides a framework and guidance for the UNSHELTERED count to ensure that we meet federal requirements.

The UNSHELTERED PIT Count is led locally by a homeless response team or other committee who knows best the volunteer resources and locations where the count should occur in their community. You can be part of the UNSHELTERED count by joining with your local planning group.

Data and reports from River Valleys CoC PIT counts are posted at https://www.rivervalleyscoc.org/point-in-time-count.html.

When is the Point in Time Count?

The official PIT Count date for this year is the night of January 24, 2024.

Why do we conduct a Point in Time Count?

To measure and monitor trends and changes in homelessness on local and national levels
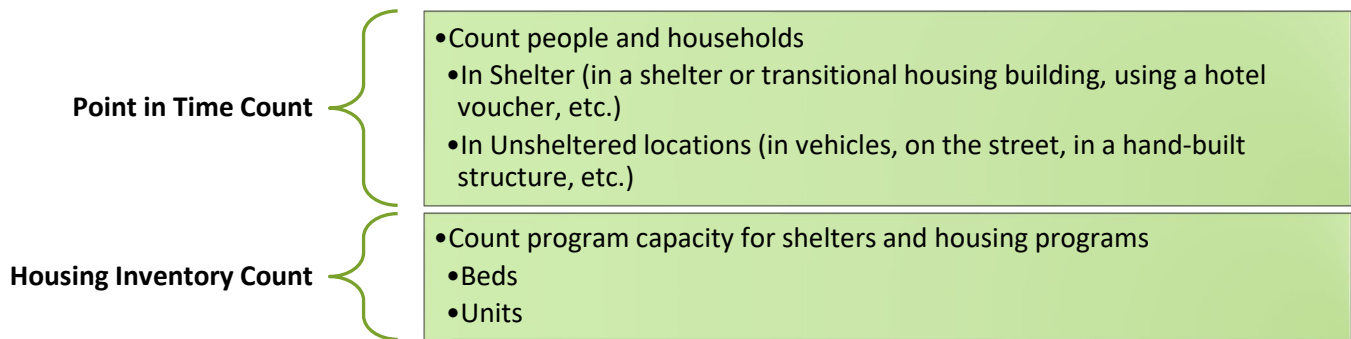
To help our community understand what resources we have and need, and to strategize best ways to use them

To comply with federal regulations and requirements

What happens during the PIT Count?

Point in Time Count
- •Count people and households
  - •In Shelter (in a shelter or transitional housing building, using a hotel voucher, etc.)
  - •In Unsheltered locations (in vehicles, on the street, in a hand-built structure, etc.)

Housing Inventory Count
- •Count program capacity for shelters and housing programs
  - •Beds
  - •Units

Changes in 2024:

The Race/Ethnicity and Gender questions have more options to better reflect the experiences and identities of people included in the count. This also adds some complexity to the survey and observation process.

What about people in other locations?

The Point in Time Count only requires a count of people who are in unsheltered locations or in designated shelters or housing programs. This doesn't include everyone, but that doesn't mean they are not important or counted in other ways. We know that homelessness is complex and is experienced in many different ways. Sometimes people stay move between many locations, including short stays with friends/family or hotel rooms they pay for themselves.

River Valleys CoC has chosen NOT to attempt a region-wide count of people in doubled-up and other locations because 1) we don't have resources to ensure a complete count in all areas of the region, and 2) there are other data sources that can help in estimating needs for people in other locations. The Statewide Homeless Study conducted by Wilder Research every three years provides an estimate, and CoC Coordinated Entry data is posted on the website showing all locations where people are staying when they seek housing.

Can it be more than a count?

Yes! We encourage local groups to use it as an outreach opportunity. Interaction during the PIT Count is a great starting point in developing relationships that help unsheltered persons find housing that meets their needs. Local groups may offer events in conjunction with the count, as well as making sure volunteers have information about local emergency shelters, warming centers, and Coordinated Entry access points to share with people.

Questions about the Unsheltered PIT Count

What tools are used for the Unsheltered PIT Count?
There are two primary tools for the Unsheltered PIT Count:

- Survey with individuals experiencing homelessness – Most common
- Observation Tool used by street outreach workers – Used in rare circumstances

Surveys are short and ask some basic demographic questions, where the person is staying on the night of the Count, and who they are staying with. No names are requested. These questions are required for the survey. There are also a few questions agreed by PIT Count partners in Minnesota.

Surveys are conducted by volunteers across the state, either through outreach or at locations that were selected by local planning groups.

> ### Did you know?
>
> *In River Valleys CoC, shelters and housing programs report on their own stayers.*
>
> *Surveyors for the unsheltered count only need to survey people in <u>unsheltered</u> locations.*

When are Unsheltered PIT Count surveys and observations collected?
In River Valleys CoC, we set specific timelines for collecting surveys so that the count meets HUD requirements. In 2024, the overall Unsheltered Count will be conducted between the night of Wednesday, January 24 and 5pm on Tuesday, January 30.

Timelines for data collection vary by type of activity (activities described later in this guide), but all surveys ask about the night of January 24. For communities that choose at least one of these options:

- **Street outreach-based count:** Collect surveys and observations between sunset on January 24 and sunrise on January 25.
- **Event-based count:** Collect surveys on the event day, January 25 or 26.
- **Service-based count:** Collect surveys from clients coming into participating agencies between January 25 and January 30 at 5pm.

In addition to locally led count activities, **CoC Coordinated Entry list outreach** will occur between January 25 and January 30. As part of list outreach, participating providers will collect surveys from households on the priority list if the household hasn't already been surveyed through other methods.

Who is involved in the Unsheltered PIT Count?
CoCs are required to conduct the PIT Count. Since a CoC is an informal and voluntary planning body, anyone interested in ending homelessness can be involved in the CoC or in the PIT Count.

In Minnesota, the 10 CoC regions have partnered together to do the PIT Count statewide using the same forms and processes. (This makes it easier for agencies that serve multiple CoC regions to do the count. It also provides valuable data on a statewide level.) Agencies involved in their local CoC help to implement the count in their communities.

In River Valleys CoC, Homeless Response Teams (HRTs) in each county in southeast and south-central Minnesota are the point people for the PIT Count in their county. HRTs and other local partners are encouraged to think broadly about who can/should be involved in the PIT Count, inviting all who have contact with people experiencing homelessness or who have been homeless themselves. You know your community best, and you can choose the people and agencies to involve.

Your local contact list may include:

- Formerly homeless individuals
- County Human Services
- Mental Health Centers and crisis teams
- Police Department/Sherriff's Office
- HRA (agency that manages rental subsidies)
- Places of worship/ministerial or interfaith associations
- Food shelves and community meal programs
- Head Start/Pre-K and after-school programs

- Culturally specific agencies and programs
- School homeless liaisons, teachers, and social workers
- College/Technical school social workers
- Library workers
- Downtown business districts/beautification committees
- Hospital and clinic staff
- Managers and security staff at 24- hour restaurants/businesses or campgrounds
- Public transit drivers

What role does equity play in the PIT Count?

We know that certain groups of people experience homelessness at higher rates than others, and we want to be sure they are included in the planning and implementation of the Count as well as being represented in the Count data.

In River Valleys CoC, groups consistently overrepresented within the population experiencing homelessness are people who identify as Indigenous, Black/African American, Hispanic/Latinx, youth/young adults 18-24, and people who have disabilities.

When defining your list of partners and sites for the unsheltered count, review the list and seek input from people in your community who have experienced homelessness and/or who identify with these populations to ensure that locations and key contacts for these populations are included.

Is there training for surveyors?

Yes. Training for surveyors is provided by the CoC. Training details and registration is available at https://www.rivervalleyscoc.org/point-in-time-count.html.

Where do I find survey forms and materials?

All forms, guides, and training materials used by River Valleys CoC are posted at https://www.rivervalleyscoc.org/point-in-time-count.html.

What if I have questions?

Contact your county-level Homeless Response Team lead. If you do not know your lead, contact your local community action agency to find out who it is. Community action agencies in the region are: Three Rivers Community Action, Semcac, and Minnesota Valley Action Council.

Contact CoC Coordinator, Jennifer Prins. Email: jennifer.prins@rivervalleyscoc.org

Street Outreach-Based Count Guidance

Key Components

With an outreach-based count, communities use their existing outreach teams (along with volunteers) to survey all persons experiencing homelessness in the community during the night of the count: Wednesday, January 24, 2024.

Roles of the HRT and/or Community Lead

- Recruit volunteers to assist outreach teams
- Ensure surveyors receive CoC training for completing and submitting surveys
- Plan and provide orientation to volunteers on any local outreach practices
- Choose how surveys are collected (direct entry online or paper for later/combined data entry)

Best Practices

1. Select key locations ahead of time and assign surveyors to each location. Document any locations added on the count night,
2. Use experienced volunteers and staff, and work in pairs or teams during the count,
3. Follow all applicable public health guidance to keep participants and surveyors safe, and
4. Connect survey participants to available homeless housing/services via Coordinated Entry.

Recruiting Partners

Partners for street outreach-based counts include agencies that have staff or volunteers out in the community overnight. The most likely partners are law enforcement, public transit, campus security, mall management/security, etc. Be sure to engage these partners as early as possible to provide training and build on-going partnerships. If necessary, seek volunteers. Try to identify and secure participating outreach partners at least 15 days in advance.

Service locations for the count may include:

- Public transit
- Mall, business, or campus security
- Law enforcement
- Youth outreach programs
- Veteran outreach programs
- Culturally specific and other outreach programs
- Public health (for personal protective equipment and guidance)

Collecting and Reporting Data

Outreach-based count surveyors can collect surveys until sunrise on the morning of January 25, 2024. Surveys may be conducted with homeless individuals either on paper or by using the PITLIVE online survey form, but all surveys must be submitted electronically by the agency. Prior to the count period, leaders of outreach-based count locations should share copies of all survey forms and instructions or scripts for participating agencies to use during the event.

- If you use the PITLIVE online form, your information will be collected and reported immediately. You will need to ensure that computers with internet access are available to complete the surveys

electronically. We also recommend that outreach workers save the link for the PITLIVE survey form for easy access.

- If you use paper forms for your local count, you and your local count leads are responsible to ensure that 1) the information from paper forms is submitted via the PITLIVE survey link by Friday, February 2, and 2) respondent personal information on paper forms is secured and disposed of properly.

Using the Observation Tool: In some circumstances, a survey cannot be completed with someone experiencing homelessness. In an outreach-based count, this may occur when someone is sleeping or when someone refuses to complete the survey after having identified as experiencing homelessness. In these limited circumstances, an Observation Tool may be used to count each person and report some basic demographics. Use caution with the observation tool. Assumptions about gender, race, or age may not be accurate. And, not everyone sleeping in their car is experiencing homelessness. Discuss with your local team the circumstances in your community and how you will decide to report observations.

Connecting to Coordinated Entry

Access/Assessment Sites for Coordinated Entry (CE) and Non-Access/Assessment Sites will be part of an outreach-based count. The process for connecting to CE depends on the agency's role with CE.

Access/Assessment Sites: When surveying someone for the count, surveyors should ask if respondents have been assessed for CE. A sample script is provided to guide this conversation. It may be helpful during the count period for sites to have access to HMIS to verify if people have been placed onto the priority list.

- If an individual **has been** assessed for CE, assessors (or surveyors) should ask if any information has changed, e.g., household size, where they are staying, or contact information. Update any changed information as needed in HMIS or if you do not have access to HMIS, email Jenn Valimont at jenn.valimont@rivervalleyscoc.org with the updates.
- If an individual **has not been** assessed for CE and they would like to be, proceed with the coordinated entry assessment (to be conducted by a trained assessor). We recommend that this assessment location be private but near the survey location, so it is easy for participants to move to assessment.

Once the CE assessment has been complete, make sure to give the CE receipt to the assessed individual and if possible, make a copy to keep with the assessment. It is ideal if the assessment can be entered live while speaking with the individual. If not, keep assessment and ROIs in a secure location until assessment can be entered into HMIS.

Non-Access/Assessment Sites: When surveying someone for the count, surveyors should ask if respondents have been assessed for coordinated entry.

- If an individual **has been** assessed for CE, assessors (or surveyors) should ask if any information has changed, e.g., household size, where they are staying, or contact information. Send updates to Jenn Valimont at jenn.valimont@rivervalleyscoc.org.
- If an individual **has not been** assessed for CE and they would like to be, refer to Access Site list to reference the closest site where the individual could be assessed. Please immediately connect them via phone to the access site so they can make arrangements with the site to be assessed for CE.

Questions? Contact:
- Your local Homeless Response Team lead.
- CoC Coordinator, Jennifer Prins. Email: jennifer.prins@rivervalleyscoc.org

Service-Based Count Guidance

Key Components
With a service-based count, communities use their usual service access points to survey all persons experiencing homelessness in the community during a multi-day survey period.

During the survey period, surveyors are still asking about where the person stayed <u>on the designated PIT Count night, Wednesday, January 24, 2024</u>. (This may be done along with an outreach-based count or in place of it in areas where a street outreach- based count cannot reasonably cover the geographic area.)

Roles of the HRT and/or Community Lead
- Select the survey sites that are most accessible and most used
- Recruit more service agencies to be survey sites if needed
- Ensure surveyors receive CoC training for completing and submitting surveys
- Determine if you would like to record a tally of surveys completed for local records

Best Practices
1. Select key service locations ahead of time and identify surveyors for each location,
2. Limit the survey period to the days allowed (Thursday morning – Tuesday afternoon),
3. Conduct broad outreach before the count night and offer incentives if available, especially for groups that are less likely to seek services,
4. Follow all applicable public health guidance to keep participants and surveyors safe,
5. Ensure that intake and service staff at survey sites ask all who enter where they stayed on the specific count night (not just "last night"), and
6. Connect survey participants to available homeless housing/services via Coordinated Entry.

Recruiting Partners
Partners for service-based counts can be any agency in the community where persons experiencing homelessness may seek assistance or day-time respite. Consider the services most needed by people experiencing homelessness in your community and try to secure confirmation from those sites to conduct surveys. If necessary, seek volunteers.

Try to identify and secure participating sites at least 15 days in advance so that sites can be advertised. Also consider how volunteer surveyors may be co- located at other agencies to increase coverage when staff aren't available to conduct the count.

Service locations for the count may include:

- Dentists and mobile health clinics
- Workforce center or career counselors
- Culturally-specific programs/agencies
- Places of worship
- Head Start and school enrollment staff, including college and alternative learning staff

- Food shelves and community meal programs
- Veteran programs
- Mental health and chemical health programs
- Public Housing Agency or HRA
- Public health agency

Collecting and Reporting Data

Service-based count locations can collect surveys until Wednesday, January 30 as long as surveys are asking about where people stayed on the night of Wednesday January 24, 2024. Surveys may be conducted with homeless individuals either on paper or by using the PITLIVE online survey form, but all surveys are submitted electronically by the agency. Prior to the count period, leaders of outreach-based count locations should share copies of all survey forms and instructions or scripts for participating agencies to use during the count.

- If you use the PITLIVE online form, your information will be collected and reported immediately. You will need to ensure that computers with internet access are available to complete the surveys electronically. We also recommend that outreach workers save the link for the PITLIVE survey form for easy access.

- If you use paper forms for your local count, you and your local count leads are responsible to ensure that 1) the information from paper forms is submitted via the PITLIVE survey link by Friday, February 2, and 2) respondent personal information on paper forms is secured and disposed of properly.

Using the Observation Tool: The observation tool is not intended for use in service-based counts.

Connecting to Coordinated Entry

Access/Assessment Sites for Coordinated Entry (CE) and Non-Access/Assessment Sites will likely be part of a service-based count. The process for connecting to CE depends on the agency's role with CE.

Access/Assessment Sites: When surveying someone for the count, surveyors should ask if respondents have been assessed for CE. A sample script is provided to guide this conversation. It may be helpful during the count period for sites to have access to HMIS to verify if people have been placed onto the priority list.

- If an individual **has been** assessed for CE, assessors (or surveyors) should ask if any information has changed, e.g., household size, where they are staying, or contact information. Update any changed information as needed in HMIS or if you do not have access to HMIS, email Jenn Valimont at jenn.valimont@rivervalleyscoc.org with the updates.
- If an individual **has not been** assessed for CE and they would like to be, proceed with the coordinated entry assessment (to be conducted by a trained assessor). We recommend that this assessment location be private but near the survey location, so it is easy for participants to move to assessment.

Once the CE assessment has been complete, make sure to give the CE receipt to the assessed individual. It is ideal if the assessment can be entered live while speaking with the individual. If not, keep assessment and ROIs in a secure location until assessment can be entered into HMIS.

Non-Access/Assessment Sites: When surveying someone for the count, surveyors should ask if respondents have been assessed for coordinated entry.

- If an individual **has been** assessed for CE, assessors (or surveyors) should ask if any information has changed, e.g., household size, where they are staying, or contact information. Send updates to Jenn Valimont at jenn.valimont@rivervalleyscoc.org.
- If an individual **has not been** assessed for CE and they would like to be, refer to Access Site list to reference the closest site where the individual could be assessed. Please immediately connect them via phone to the access site so they can make arrangements with the site to be assessed for CE.

Questions? Contact:
- Your local Homeless Response Team lead.
- CoC Coordinator, Jennifer Prins. Email: jennifer.prins@rivervalleyscoc.org

Event-Based Count Guidance
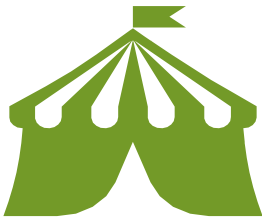
Key Components
With an event-based count, communities use a Project Community Connect or resource fair event to attract persons experiencing homelessness in the community to a specific location where PIT Count surveys are conducted. (This is a variation of a service-based count. Instructions are similar, except for data collection timelines.)

Roles of the HRT and/or Community Lead
- Select the event location and time
- Recruit service agencies and volunteer surveyors
- Ensure surveyors receive CoC training for completing and submitting surveys
- Plan and provide orientation to volunteers on any event-specific practices
- Determine if you would like to collect paper surveys or record a tally of surveys for local records

Best Practices
1. Conduct broad outreach before the count night, especially for groups that are less likely to seek services,
2. Ensure the event site is neutral, accessible, and has access to public transportation (preferably free),
3. Provide a wide range of services and information for different populations, including youth,
4. Use a single entry/exit to best identify persons experiencing homelessness and complete surveys,
5. Follow all applicable public health guidance to keep participants and surveyors safe,
6. Hold the event on the day following the night of the count (i.e. if the count is the night of January 24, schedule the event for the morning/day of January 25 or 26), and
7. Connect PIT Count survey participants to designated homeless housing/services via Coordinated Entry (and update Coordinated Entry information if available).

Recruiting Partners
Partners for event-based counts can be approached as you would for a resource fair. Have a sign-up for the booths and survey/navigation volunteers at least 30 days in advance. Consider the services most needed by people experiencing homelessness in your community and bring those resources, organizations, and businesses together for the event.

Partners may contribute products like gift cards, socks, hygiene packs, or printing services. They may also donate time and services such as haircuts, food service, intake/greeting, childcare, interpretation, application assistance, and more. Partners may include:

- MNsure navigators
- Hair salons
- Public transit
- Dentists and mobile health clinics
- County license center or vital statistics office (for IDs and documentation)
- Workforce center or career counselors
- Culturally-specific programs/agencies

- Places of worship (volunteers, donations)
- College nursing/social work programs
- Head Start and school enrollment staff
- Food shelves
- Youth services and Veteran programs
- Domestic violence services
- Public Housing Agency or HRA
- Coordinated Entry Assessment sites

Collecting and Reporting Data

Event-based count locations can collect surveys on Thursday, January 25- Friday, January 26 as long as surveyors ask about where people stayed on the actual night of the PIT Count, Wednesday January 24, 2024. Surveys may be conducted with homeless individuals either on paper or by using the online survey form, but all surveys are submitted electronically by the agency. Prior to the count period, leaders of outreach-based count locations should share copies of all survey forms and instructions/scripts for participating agencies to use during the count.

- If you use the PITLIVE online form, your information will be collected and reported immediately. You will need to ensure that computers with internet access are available to complete the surveys electronically. We also recommend that outreach workers save the link for the PITLIVE survey form for easy access.

- If you use paper forms for your local count, you and your local count leads are responsible to ensure that 1) the information from paper forms is submitted via the PITLIVE online survey by Friday, February 2, and 2) respondent personal information on paper forms is secured and disposed of properly.

Using the Observation Tool: In some circumstances, a survey cannot be completed with someone experiencing homelessness, e.g. when someone refuses to complete the survey after having identified as experiencing homelessness. In these limited circumstances, an Observation Tool may be used to count each person and report some basic demographics. Use caution with the observation tool. Assumptions about gender, race, or age may not be accurate.

Connecting to Coordinated Entry

Access/Assessment Sites for Coordinated Entry (CE) and Non-Access/Assessment Sites will likely be part of a event-based count. The process for connecting to CE depends on the agency's role with CE, but in general, an event-based count will have a partnership with one or more CE Access/Assessment Sites to offer assessments and assessment updates as part of the event.

Conducting the assessment: When surveying someone for the count, surveyors should ask if respondents have been assessed for CE. A sample script is provided to guide this conversation. It may be helpful during the count period for sites to have access to HMIS to verify if people have been placed onto the priority list.

- If an individual **has been** assessed for CE, assessors (or surveyors) should ask if any information has changed, e.g., household size, where they are staying, or contact information. Update any changed information as needed in HMIS or if you do not have access to HMIS, email Jenn Valimont at jenn.valimont@rivervalleyscoc.org with the updates.
- If an individual **has not been** assessed for CE and they would like to be, proceed with the coordinated entry assessment (to be conducted by a trained assessor). We recommend that this assessment location be private but near the survey location, so it is easy for participants to move to assessment.

Once the CE assessment has been complete, make sure to give the CE receipt to the assessed individual. It is ideal if the assessment can be entered live while speaking with the individual. If not, keep assessment and ROIs in a secure location until assessment can be entered into HMIS.

Questions? Contact:

- Your local Homeless Response Team lead.
- **CoC Coordinator, Jennifer Prins.** Email: Email: jennifer.prins@rivervalleyscoc.org

For Reference: Coordinated Entry List Outreach-based Count

What is list outreach?
List outreach is a regular part of River Valleys CoC's Coordinated Entry (CE) system to ensure that contact information, housing status, and other critical details are current for households seeking housing through CE.

During list outreach, participating CE assessors and housing providers in the CoC region make proactive contact with households on the CE priority list, then update records on the priority list or exit households that no longer need assistance. This enables referrals for housing to be more accurate and move more quickly.

How does list outreach connect with the PIT Count?
List outreach helps to fill a gap in PIT Count activities in the CoC region. Not all communities in the CoC region have resources for street outreach-based counts, and these communities rely on service-based counts. However, service- and event-based counts assume that people experiencing homelessness will seek services during the count period. That is not always a reliable assumption.

> ### What is Coordinated Entry?
>
> *Coordinated Entry, or CE, is a shared intake and assessment process used by CoCs and homeless-designated housing providers.*
>
> *CE connects people experiencing homelessness to housing they may be eligible for by making referrals to housing from a shared priority list.*

To expand access to PIT Count for individuals who do not seek services during the count period, the CoC aligns its twice-yearly Coordinated Entry list outreach to occur during eligible service-based count dates. During list outreach, participating assessors and providers may identify households without shelter in local communities, and the CoC wants to ensure that they are counted. In those cases, participating providers collect surveys from households on the priority list if the household hasn't already been surveyed through other methods.

How do providers receive instructions for List Outreach-based surveys?
As typical for List Outreach, the CE Referral Specialist will provide participating assessors and housing providers with instructions, reporting timelines, and list of contacts for outreach. During the PIT Count, they will also receive instructions for if/when to do the PIT Survey and how to submit surveys to the PITLIVE online form. Providers are welcome to participate in the surveyor training hosted by the CoC as well.

How are surveys reported?
Surveys conducted through List Outreach must be submitted to the PITLIVE online form just like other PIT Count surveys. This is a separate step from updates made to Coordinated Entry records. Both systems must receive the information for households to both be counted for PIT and have a current CE record for housing referrals.

- To ensure that surveys are submitted for the PIT Count, providers work with CoC Coordinator Jennifer Prins jennifer.prins@rivervalleyscoc.org.
- To confirm updates are made for CE records, providers work with Referral Specialist Jenn Valimont jenn.valimont@rivervalleyscoc.org.

CoC role in PIT Count: Support and involvement for local teams

Background

The U.S. Department of Housing and Urban Development (HUD) requires that each Continuum of Care (CoC) region conduct a Point in Time Count within the last ten days of January.

To ensure that River Valleys CoC meets its obligations, the CoC Governance Charter designates the CoC's Data and Technical Assistance (D&TA) Committee as the lead for PIT Count planning, assisted by CoC staff.

- The D&TA Committee reviews data and coverage from PIT Count data, sets up parameters to collect data, and provides basic training for community groups to support the unsheltered part of the count.
- CoC staff coordinate with statewide partners, including other CoCs and HMIS Lead Agency, to set a statewide count date, confirm survey forms and guides, and coordinate access to training and support for submitting surveys in the online form. CoC staff also provide a complete set of locally-used guides and forms on the website, lead Coordinated Entry-based survey collection, and work with non-HMIS shelters and housing programs to ensure that stayers are counted.

Resources

- CoC website: https://www.rivervalleyscoc.org/point-in-time-count.html. The PIT Count page of the CoC website contains a summary of roles for the count, timelines, training registration and materials, forms and data collection tools, and helpful guidance from state health and education officials.
- CoC training: Two primary trainings are provided for the PIT Count
    - Unsheltered Count Preparation – This training focuses on general concepts and key steps for homeless response teams or other local planning groups to take to ensure a complete count of people without shelter. The training is typically offered during the November or December regular CoC meeting.
    - Surveyor Training – This training focuses on the data collection forms and processes of the PIT Count to ensure safety, person-centered interactions, and data quality. The training is typically offered virtually in early to mid-January.
- CoC staff: Lead contact for the PIT Count is Jennifer Prins jennifer.prins@rivervalleyscoc.org.

Getting involved in broader PIT Count decision-making

River Valleys CoC designated the D&TA Committee as the primary committee responsible for leading the CoC's PIT Count activities. The CoC invites participation in the D&TA Committee to anyone interested in supporting improved practices for the PIT Count.

- General participation: CoC Committees are open so that anyone, regardless of membership, can participate in CoC planning discussions. All Committee meetings are posted on the CoC calendar available on the home page of the CoC website: https://www.rivervalleyscoc.org/.
- Becoming a voting member: To participate in voting on PIT Count decisions, become a CoC member and nominate yourself to the D&TA Committee.
    - Membership forms https://www.rivervalleyscoc.org/coc-membership.html
    - Nominations for committees: https://www.rivervalleyscoc.org/governance.html