



## **2018 HOMELESS POINT-IN-TIME (PIT) & HOUSING INVENTORY COUNT (HIC) LOGISTICS**

### **WHAT IS THE HOMELESS COUNT?**

During the fourth week of January, PIT & HIC Counts are conducted annually across the nation and are designed to collect data on the number of individuals and families experiencing homelessness.

New Bedford conducts a census on the city's Homeless unsheltered (PIT), sheltered (HIC) and unaccompanied youth populations.

### **WHEN IS THE COUNT CONDUCTED?**

#### **Homeless Point-in-Time Count**

- Event kick-off at the steps of City Hall @ 12:00pm (tentative).
- Start – Wednesday, January 24<sup>th</sup> @ 2:00pm.
- End – Thursday, January 25<sup>th</sup> @ 2:00pm.
- 24 Hour Count.

### **WHEN WILL THE HSPN KNOW THE PIT/HIC RESULTS AND WHEN IS IT DUE TO HUD?**

- HSPN Initial PIT/HIC Report (HSPN will receive raw demographic numbers) February 15, 2018.
- HSPN Final PIT/HIC Report (HSPN will receive full detailed report and analysis) March 15, 2018.
- HUD Final PIT/HIC Submission (All data will be uploaded and submitted via HDX) April 30, 2018.

### **WHERE IS THE COMMAND CENTER?**

The Command Center will be located at Positive Action Against Chemical Addiction (PAACA)  
360 Coggeshall Street, New Bedford, MA. 02740.

### **WHO IS INVOLVED IN THE COUNT?**

- Homeless Service Providers Network – PIT Committee coordinates the overall count.

#### **Team Composition**

- Teams consist of a Team Leader, two outreach volunteers and a youth member.
- Team Leader – Oversight of team and quality control of surveys completed.
- Outreach Volunteers – Conduct surveys with homeless and provide gift bags.
- Youth Outreach Volunteers – Conduct surveys with homeless youth and provide gift bags.

### **HOW DO I SIGN UP FOR THE COUNT?**

- All previous volunteers will receive an e-mail and link to a survey monkey.
- An e-mail will be sent to all HSPN members with a link to the survey monkey.
- Anyone interested in signing up, can either go to the HSPN website ([www.nbhspn.com](http://www.nbhspn.com)) or directly to the survey monkey website at: <https://www.surveymonkey.com/r/XHSBQFN>

## **WILL THEIR BE A TRAINING SESSION FOR THE SHELTERED AND UNSHELTERED?**

### **SHELTERED COUNT**

- There will be a training / question and answer session for the sheltered count.
- This training session is for both HMIS and non HMIS participants.
- The training session will be held on January 18<sup>st</sup> at 5pm @ PAACA and will last for 1 hour.
- Non HMIS participants - This year surveys will be administered using SIMTECH's mobile APP tool (Count Us). Also, paper surveys will be made available – just in case.
- This training session is encouraged for all HIC participating agencies.

### **UNSHELTERED COUNT**

- The training session for the unsheltered count is mandatory for any new and returning volunteers.
- The training session will be held on January 18<sup>st</sup> at 6pm @ PAACA and will last for 1 hour.
- During the session, volunteers will be instructed on how to properly administer the survey tool, safety protocols, team composition / roles and the importance of quality data.
- This year surveys will be administered using SIMTECH's mobile APP tool (Count Us). Also, paper surveys will be made available – just in case.
- This training session is mandatory for all unsheltered PIT volunteers. NOTE - If you do not attend the training session, you will not be allowed to participate in the count.

## **WHERE IS THE COUNT PERFORMED?**

PIT Count Volunteers are assigned to specific locations or areas in the city to search for the homeless. Each PIT Team has a map that identifies their assigned search area and possible hot spots.

### **Possible locations include:**

- |                |                                       |
|----------------|---------------------------------------|
| ▪ Downtown     | Bus Station                           |
| ▪ Main Library | Soup Kitchens                         |
| ▪ Public Parks | Sister Rose (Extreme Weather Shelter) |

## **ARE YOU LOOKING FOR DONATIONS?**

YES – We are looking for donations!

- Donations items will be placed in backpacks and distributed to participants that complete surveys.
- All donation items can be dropped off at PAACA.
- Donations items include:
  - Winter hats, mittens, scarves and gloves;
  - Socks;
  - Toothpaste and toothbrushes;
  - Canned foods with pop-tops or pre-packaged food;
  - Bottled water;
  - Hand / foot warmers;
  - Various Toiletries; and
  - Monetary Donations (Contact Joseph Maia, DPHCD).

## **ARE YOU LOOKING FOR COMMITTEE MEMBERS?**

YES – We are looking for committee members and representation from HSPN member agencies.

- The Committee is looking for volunteers to help with the planning, implementation, and post Count.
- Committee meetings are held every Friday at 10am – 11am @ PAACA.
- Committee meetings will be held almost every week until the PIT Count.
- Contact Wendy Bluis or Danielle Brown if you are interested in participating in the PIT Committee.