

2022 Point -In- Time Count Outreach Program Instructions

NOTE: The 2022 Unsheltered PIT Count will be conducted using a different method than previous years.

The count will occur on the night of 1/25-1/26/22. The unsheltered count will primarily rely on HMIS data collected by outreach teams and will be supplemented by forms submitted to ACT for clients who cannot be enrolled in an HMIS participating outreach team and by data entered into the PIT database by outreach teams that do not participate in HMIS. As required by HUD, the unsheltered count will include only people who slept on the night of the count in a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including, a car, park, abandoned building, bus or train station, airport or camping ground.

Prior to the Night of the Count all outreach programs should ensure data completeness and accuracy by performing the following:

1. **For HMIS Participating Outreach Projects:** HMIS Data clean-up – Outreach programs should ensure that all participants are correctly captured in HMIS including the following: (Refer to Training recorded on ACT Website <https://act-ct.org/hic-pit.html>)
 - a. All current participants and current living situation assessments are entered and up to date
 - b. Participants no longer receiving outreach services have been exited with the correct date
 - c. Participants who have moved into rapid rehousing and permanent supportive housing, have an accurate move-in date entered
2. **For non-HMIS Participating Agencies:** Internal data clean-up – Outreach programs should ensure that client lists are accurate and contain the HUD required demographics race, ethnicity, age, and gender as well as required HUD sub-population data including:
 - a. Veteran, serious mental illness, chronic substance use, HIV/AIDS, and domestic violence(Refer to Training recorded on ACT Website <https://act-ct.org/hic-pit.html>)

Unsheltered count verification period (1/25/22-2/2/22) The following steps are essential to ensure that only people who slept in a qualified unsheltered location on the night of the count are included in the unsheltered count (Refer to Training and Resource guides recorded on ACT's Website <https://act-ct.org/hic-pit.html>):

1. **For HMIS Participating Outreach Projects:**
 - a. On **1/26/22**, outreach projects will run a list of participants enrolled in their projects as of 1/25/22.
 - b. Outreach projects will make a minimum of two attempts to contact each enrolled client in person, by phone, or by text to verify where they slept on the night of the count. Projects should record this information in HMIS as a current living situation with a contact date of 1/25/22.
 - b. For any client encountered during the verification period who was unsheltered on the night of the count, not already enrolled in the outreach project, and eligible for outreach project enrollment, the project should enter the client in HMIS and indicate the current living situation with a contact date of 1/25/22.

- c. Outreach projects will be able to see a utilization rate for their project in the PIT database. That rate will show the % of enrolled participants who were verified as unsheltered on the night of the count. For example: A project that had 100 clients enrolled on the night of the count, that entered a current living situation on 1/25/22 that qualifies as unsheltered for 50 clients would show a 50% utilization rate. Projects showing an atypical utilization rate will be required to enter an explanation in the PIT database.
- d. For any client encountered during the verification period who was unsheltered on the night of the count, not already enrolled in the outreach project, and ineligible for or refused outreach project enrollment, the project should submit (<https://act-ct.org/hic-pit.html>) to ACT by no later than 2/2/22 Demographic and Subpopulation data (Veteran, serious mental illness, chronic substance use, HIV/AIDS, and domestic violence) will be generated using HMIS
- e. **Notify ACT of any need for volunteers:** If the above verification procedures are not feasible in your area given current staffing patterns, Regional Coordinators should notify ACT by 1/15/21 indicating how many volunteers are required to complete data verification by 2/2/22.

2. For non-HMIS Participating Outreach Projects:

- a. Regional Coordinators should notify ACT at (BColbert@Act-CT.Org) of any non-HMIS Participating Outreach Projects that will provide unsheltered count data.
- b. Non-participating Outreach Projects will enter data on unsheltered clients directly in the PIT database by no later than 2/2/22.
- c. Subpopulation data will be extrapolated using information available in HMIS.

ALL DATA ARE DUE NO LATER THAN 2/2/22. THIS INCLUDES DATA ENTERED IN HMIS, DATA ENTERED IN THE PIT DATABASE, AND FORMS SUBMITTED TO ACT.

Note Regarding Previously Planned Service-Based Count: Given the dramatic rise in COVID cases and related safety concerns, staff absences, and a return to remote work at many agencies, the PIT count team has determined that a service-based count is not feasible in 2022. The possibility of supplementing the unsheltered count with a service-based count will be revisited in 2023. A service-based count would identify people experiencing unsheltered homelessness at social services and/or other locations (e.g., soup kitchens, day centers, health/mental health clinics, libraries, schools, churches/faith-based service sites, community action agencies, etc.) who were not otherwise counted as unsheltered using data from outreach teams. A service-based count would take place in the 7-day period following the night designated for the count.