

COLORADO BALANCE OF STATE CONTINUUM OF CARE  
**2021 Point-in-Time (PIT) Count**  
**Sheltered and Unsheltered Count Fact Sheet**

**What is a point-in-time count?**

A point-in-time (PIT) count is an annual, nationwide survey of the number and characteristics of homeless persons on a single night in the last ten calendar days in January.

**What is a sheltered count?**

**The sheltered PIT count** is a survey of the number and characteristics of persons residing in our Emergency Shelter (ES), Transitional Housing (TH), Rapid Rehousing (RRH) and Permanent Supportive Housing (PSH) programs on a single night in January. In the BoS we conduct sheltered counts every year.

**The unsheltered PIT count** is a survey of the number and characteristics of “An individual or family with a primary nighttime residence that is 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.” In the BoS we conduct unsheltered counts every odd year, in addition to the yearly sheltered count. Covid-19 is causing some regions to do the Unsheltered Count differently in 2021. This fact sheet provides information for communities conducting a full Unsheltered Count.

**Why do we do point-in-time counts?**

Point-in-time data is required in order to apply for HUD homeless assistance funds. The data helps us understand the number and characteristics of homeless persons on a county and CoC level, help us identify local needs, help us advocate for homeless families and individuals, and help us measure our progress in ending homelessness.

**Who exactly will conduct the sheltered and unsheltered counts?**

The sheltered count should be conducted by local providers of emergency shelter, transitional housing, rapid rehousing and permanent supportive housing and their volunteers (hereafter “surveyors”). The unsheltered count surveyors can be expanded from the above to include emergency responders, churches, college students/groups, individuals experiencing homelessness, anyone in your community interested in assisting with the counts. Safety concerns due to Covid-19 are addressed in the Coordinator and Surveyor trainings from CCH.

**How do we know what housing/shelter programs need to be surveyed?**

Shawn Hayes (CCH) will provide each regional PIT coordinator with a list of programs to be surveyed (Housing Inventory Count). Regional PIT Coordinator’s will make sure the list is up to date and inform Shawn of any updates/changes.

**How is the count conducted?** – See “Introductory Instructions & Script for the 2021 PIT Surveys”

**Sheltered Count:** Participants experiencing homelessness will be asked to complete a detailed sheltered survey form for all local emergency shelter and transitional housing programs, and a second simpler survey form for all rapid rehousing and permanent supportive housing programs. The survey forms will be completed by referring to the housing providers' case files and/or HMIS records. If these records do not provide all of the needed info, housing providers may need to interview their clients while completing the sheltered survey form.

**Unsheltered Count:** Unsheltered survey forms will be used for anyone who meets the “Unsheltered” definition above and will generally be conducted in person the night of the count or up to two weeks after. Each region that participates will work with surveyors to plan for an unsheltered count and go to areas of your regions which are geography likely to be populated by individuals and families experiencing homelessness.

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## 2021 Point-in-Time (PIT) Count

### Sheltered and Unsheltered Count Fact Sheet

**Youth Supplemental Survey:** Any regions participating in the additional Youth Supplemental Survey will also administer that survey to unaccompanied youth under the age of 25 who elect to participate. Paul Vong with the Office of Homeless Youth Services is the primary contact on the Youth Supplemental Survey.

#### What is the date of this year's count, and how does the timing work?

The “night of the count” is Tuesday January 26th, 2021. Therefore, the sheltered surveys cover all households residing in our emergency shelter, transitional housing, rapid rehousing and permanent supportive housing programs on the night of January 26th. The unsheltered surveys cover all households living in a place not meant for human habitation. Completion of survey forms can begin on Wednesday January 27<sup>th</sup> and can continue Thursday and Friday (or the next 14 days due to Covid-19) if needed as long as they reference where the individual spent the night on Tuesday January 26<sup>th</sup>, 2021. Additionally, some programs choose to pre-populate forms prior to January 26th and then confirm the information once January 26th passes. Regions can use their By-Name list to complete surveys if this collects all of the required data.

#### What are the responsibilities of the Regional PIT Coordinators?

Regional coordinators should:

- Publicize the PIT count at local continuum of care (CoC) meetings and other meetings in December and January.
- Review the list of housing/emergency shelter programs to be surveyed and discuss any updates/changes/concerns with Shawn.
- Arrange for a designated contact person at each housing program shown on the list.
- Train all surveyors in December and January, as makes sense for your region. CCH will hold PIT Regional Coordinator Trainings in December to assist regional coordinators with training their surveyors. Training materials will be provided to regions for use in their trainings, which can be added to or modified to make sense for that region's count.
- Distribute final sheltered and unsheltered survey forms to all surveyors in January (or when your training takes place.) This should happen no earlier than the day/night before the count. ***Note: Please use only the survey forms provided by CCH and do not modify the forms in any way. If you wish to collect additional data for local purposes, please use a separate survey form.***
- “Meet” with all surveyors prior to the January 26th count with reminders and additional guidance. It may be necessary to conduct “meetings” via conference call or e-mail especially due to Covid-19. Be available the week of the survey to answer questions from surveyors. We recommend you try and meet the week before the survey, though you can meet during regularly scheduled CoC meetings as well.
- Collect all of the survey forms from your local housing programs, sort them by program name, add the CCH cover sheets, and ship them via US Mail, UPS or Fed Ex (with tracking number) to Shawn Hayes no later than Friday February 28<sup>th</sup>, 2021:

PIT Sheltered & Unsheltered Count Questions:	Youth Supplemental Count/Survey Questions:
Shawn Hayes Colorado Coalition for the Homeless 2111 Champa Street Denver CO, 80205 P. 303-312-9651 E. shayes@coloradocoalition.org	Paul Vong Office of Homeless Youth Services 1313 Sherman St., Room 518 Denver, CO 80203 P. 303.864-7830 E. paul.vong@state.co.us

**(Don't forget to save copies of all survey forms for your local CoC planning group).**