



## Colorado Balance of State Continuum of Care

The Colorado Balance of State Continuum of Care (“Continuum of Care”) was established in 2000 by service providers and other entities across Colorado’s rural and non-metro communities with technical assistance from the Colorado Coalition for the Homeless.

The purpose of forming the Continuum of Care was to combine the efforts of multiple regional continuums of care, and to improve the ability of homeless service providers in Colorado’s non-metro and rural counties to compete for homeless assistance funding, including HUD homeless assistance grants. An established CoC is required to request HUD Continuum of Care (CoC) & Emergency Solutions Grant (ESG) funding.

CoC funding serves homeless populations through **Permanent Supportive Housing (PSH), Transitional Housing (TH), Rapid Re-Housing (RRH), Supportive Services, HMIS Projects**, and is accessed through an **annual application process**.

The Point-in-Time Count (PIT) is a requirement of programs with CoC and ESG funding, however communities have adapted Point-in-Time Counts to cover a wide range of services for individuals and families experiencing homelessness.

# **Point-in-Time (PIT) Sheltered Count**

## **2022 PIT Coordinator Training**

This training focuses on Coordinators who are organizing the 2022 Point-in-Time Sheltered Count for the Colorado Balance of State Continuum of Care. The Homeless Management Information System (HMIS) and/or another agency database that collects the information can be utilized to complete survey forms for those that stayed in the program on the night of Tuesday January 25th, 2022. If the agency does not collect all data however, the surveys will need to be completed with participants.

# CONTENT OF PRESENTATION

- Introduction to the 2022 PIT Count (Slides 5 to 7)
- Roles and Responsibilities of PIT Coordinators/Leads (Slides 8-21)
- Safety for Sheltered Counts during Covid (Slides 22-26)
- HMIS in 2022 (Slide 27)
- Safety, Privacy, Security (Slides 28-31)
- Surveying individuals and families experiencing homelessness: (Slides 32 - )
  - Refusals (Slide 31)
  - PIT Sheltered Survey Info, Scripts, Permanent Supportive Housing & Rapid Re-Housing Count Forms (Slides 33-42)
  - Youth Supplemental Survey & Unsheltered Counts (Slides 42-45)
  - Survey Collection (Slides 46-50)

The presentation focuses on the main training areas HUD requires in the PIT Methodology Guide.

# CONTENT OF PRESENTATION

- Questions? (Slide 51)
- Contact Info (Slides 52-53)
- Resources (Slide 54)

The presentation focuses on the main training areas HUD requires in the PIT Methodology Guide.

# INTRO TO THE 2022 PIT COUNT

(PLEASE SEE THE "SHELTERED POINT-IN-TIME COUNT FACT SHEET" FOR MORE IN-DEPTH INFORMATION.)

A point-in-time (PIT) count is an annual survey of the number and characteristics of homeless persons at a single point in time, i.e., on a single night in January.



The PIT Count is a requirement of the Department of Housing and Urban Development (HUD). The data also helps us Understand approximate numbers and characteristics of people experiencing homelessness on a county and CoC level, **H**elps us identify local needs, **H**elps us advocate for families and individuals experiencing homelessness, and **H**elps us measure our progress in making homelessness rare, brief, and non-recurring.

# 2022 PIT Count Surveys

We utilize surveys to collect demographic information of people living in Emergency Shelters and Transitional Housing Programs on the night of the count.

- **Emergency Shelter Definition:** "...any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements."
- **Transitional Housing Definition:** "...a project that is designed to provide housing and appropriate supportive services to homeless persons to facilitate movement to independent living. The housing is short-term, typically less than 24 months. In addition to providing safe housing for those in need, other services are available to help participants become self-sufficient."
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The presentation focuses on the main training areas HUD requires in the PIT Methodology Guide.

## 2022 PIT Count for RRH and PSH

We utilize a one-page sheet (per program) to “count” the number of individuals living in Rapid Rehousing and Permanent Supportive Housing Programs. We do not require demographic information from these programs.

- **Rapid Rehousing Definition (RRH):** “...Rapid re-housing rapidly connects families and individuals experiencing homelessness to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance and targeted supportive services.”
- **Permanent Supportive Housing (PSH):** “Permanent Supportive Housing (PSH) is permanent housing in which housing assistance (e.g., long-term leasing or rental assistance) and supportive services are provided to assist households with at least one member (adult or child) with a disability in achieving housing stability. ”

You do not need to provide the PIT Count Emergency Shelter/Transitional Housing survey to these program types. We only need a count of the individuals living in the programs on the night of the count. RRH programs also breakdown the household numbers slightly.

# Roles & Responsibilities

## Point-in-Time (PIT) Coordinators

Point-in-Time (PIT) Coordinators are individuals who either serve on the Balance of State (BoS) Governing Board, or who volunteer as part of the BoS Homeless Coalition to help organize the Point-in-Time and Housing Inventory Counts for the entire region.



The next group of slides outline Coordinator/Leads roles and responsibilities during the Point-in-Time Counts!



# Roles & Responsibilities

## Agency Leads and Points of Contacts

- Agency Leads and Points of Contact are those who work in agencies participating in the Sheltered Point-in-Time Count and are working with the PIT Coordinators to distribute, monitor survey data collection, and forward any completed paper surveys to the PIT Coordinators.
- Electronic surveys will upload automatically.
- Agency leads will be the primary contacts of agency staff and volunteers.



The next group of slides outline Coordinator/Leads roles and responsibilities during the Point-in-Time Counts!

# Utilize the Wisdom...

Many PIT Coordinators in the Balance of State CoC have done this work for years, and have a lot of experience conducting counts. Feel free to utilize each other if you're newer to the PIT Counts and have questions about the process!



## Responsibilities of Regional PIT Coordinators



The following responsibilities are asked of Regional PIT Coordinators and are also often delegated to local leads. These responsibilities help the Housing Inventory Count and Point-in-Time Counts run efficiently.

HUD understands that the Covid-19 pandemic will impact communities differently, so we will outline the general responsibilities and can work together to make sure your community has the capacity and ability to participate in the count!

# PIT Coordinator Responsibilities Continued...

## Publicize the Counts



Work with regional coalitions and interested parties to publicize the counts in your region. Local libraries, emergency services, hospitals, websites, places where you know people experiencing homelessness will be or those who could be interested in volunteering may find materials.

**EMPHASIZE SAFETY PRECAUTIONS AND ANY COVID-RELATED PUBLIC HEALTH COMMUNICATIONS**

# PIT Coordinator Responsibilities Continued...



**Housing Inventory:** For the Sheltered Count, review list of Emergency Shelters, Transitional Housing, Rapid Re-housing, and Permanent Supportive Housing Programs

CCH will provide the Housing Inventory for the previous year that Coordinators and Leads can review and/or send out to programs to review and provide updates on any changes to programs from previous years.

This also offers a chance for regions to introduce any new ES, TH, RRH, and PSH projects, or remove projects that are no longer in operation. The Housing Inventory includes ALL projects they are considering “ES, TH, RRH, or PSH”, regardless of funding source. It’s important we include as many as we can in order to accurately reflect the number of services being offered to people experiencing homelessness in rural Colorado!

## PIT Coordinator Responsibilities Continued...

**Identify Leads  
and work with  
them to Recruit  
Volunteers**



Coordinators utilize their Regional Homeless Coalitions to identify Leads depending on the size of your count and region. Once identified it's best to work with them to recruit volunteers, post advertising materials, engage with local businesses, make sure all regional ES, TH, RRH, and PSH programs are participating, etc. Leads may also work with their regional coalitions to expand the count.

Transparency around safety during the Covid-19 pandemic is essential.

## Who are the Volunteers?



Volunteers often represent  
service or community  
organizations, government  
entities, local police (if there is  
a good relationship with the  
community experiencing  
homelessness), emergency  
responders, college students,  
volunteer groups, churches &  
faith groups, people currently  
or formerly experiencing  
homelessness, etc...

Consider utilizing Leads to recruit volunteers, or utilize volunteers to build your base. It's always a good idea to utilize people currently experiencing homelessness to assist with counts. They have a unique understanding of the situation and especially during unsheltered counts may be able to offer invaluable information about where others who are experiencing homelessness may be.

Covid-19 introduces unique challenges, especially due to increased rates of infections for those in groups that are at higher risk of contracting the virus such as people over the age of 60, People of Color, people with disabilities, immunocompromised people, etc.

# Connection to other services

Make sure to encourage agencies to have information about additional service on hand should they exist in your community. The PIT Coordinator and/or Lead should provide these resources.



Referrals can include, but are not limited to:

- Food Banks
- Daytime Warming Spaces
- Other Community Shelters
- Domestic Violence Survivor Resources
- Emergency Services
- Services for other special populations like youth, veterans, elderly/disabled, etc.

This may include connecting survey participants to another agency. Because this year is a sheltered count only, the focus is on those already in programming. However, there may be need for additional services so it is always a good idea to have information on hand.

Additionally, if you are deciding to participate in any type of Unsheltered Count or Youth Supplemental Survey, these would be necessary.



## PIT Coordinator Responsibilities Continued...



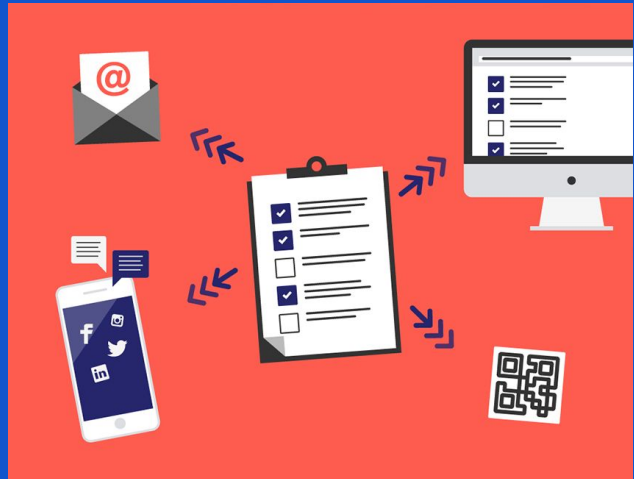
### **Train Surveyors / Volunteers**

Utilize regional knowledge and materials provided by the PIT Work Group to train surveyors. In January we will provide a webinar early in the month focused on surveys and safety that will be available online for you to provide to volunteers surveying, along with all of the materials that were included with the email you receive this powerpoint in; which you can modify for your regional coalitions and make “fit” for your needs.

Some regions will have a reduced volunteer force due to the Covid-19 pandemic. This is understood to be a consequence of Covid-19 though we hope precautions will allow for survey collection. Make sure to work with your local Public Health organization on best practices for conducting the count if that is what your region has chosen to do. Please communicate all decisions with Shawn [shayes@coloradocoalition.org](mailto:shayes@coloradocoalition.org).

## PIT Coordinator Responsibilities Continued...

**Distribute Survey Forms in January along with Trainings Materials depending on your regional needs**



With the exception of the CCH ES/TH Survey Forms, most other training materials can be modified by regions to fit with your local needs.

## PIT Coordinator Responsibilities Continued...



**Please use only  
the survey forms  
provided by CCH  
and do not modify  
the forms in any  
way.**

We may have forms pre-populated with program names for the Sheltered Counts, and the ability to add electronically for other forms. However, do not add or modify questions on the Survey form itself. You may choose to include addendums or your own survey forms, similarly to the Youth Supplemental Survey, which we'll discuss later in this PowerPoint..

## Responsibilities of PIT Coordinators, getting close to being done...

**Meet with  
Surveyors close  
to the count.  
Consider virtual  
meetings due to  
the pandemic.**



This will help Surveyors/Volunteers know the process closer to the count and keep them engaged! We will provide a survey-specific trainings in January for the BoS PIT Count Surveys and Youth Supplemental Survey. These will be recorded and available for regions to send to volunteers.

Again, utilize those in your region who have been doing this for years. Also, reach out to other Coordinators across the BoS if you're new to the count or are a region that hasn't participated in certain parts of the count in the past.

## Responsibilities of PIT Coordinators, you made it!



### Survey Collection

Electronic Surveys will upload automatically to our PIT Consultant OMNI. Please make sure to provide cover sheets to agencies participating in the Electronic count so they can document the surveys they sent in.

Coordinators will collect paper forms from agencies in their region and organize them by program type (Unsheltered, ES & TH Surveys, RRH & PSH Count forms. If participating: YSS attached to their corresponding Survey). Once organized, please attach cover sheets provided by CCH and mail along with the forms as described at the end of the training.

The cover sheets help to keep track of the programs and numbers of surveys so we can better organize for our PIT Consultant, Omni. They are the organization who enters the survey data, de-duplicates surveys, and compiles the information to draft the final PIT Report.

# Covid-19 Safety

During the PIT count, adhere to the following COVID-19 safety basics:

- Decrease face-to-face interaction with clients, for example:
  - Stay 6-8 feet away from participants when administering surveys indoors or outdoors
  - Ask participants to wear masks if inside.
  - Instruct volunteers to explain safety precautions clearly to participants. Use consistent language.
- Decrease the number of volunteers who need to work in physical proximity, for example:
  - Consider volunteers in each others "bubbles" to work together.
  - If they are not in each other's "bubbles", instruct teams to travel to sites separately and maintain proper social distancing.

By "bubble" I mean the individuals who live in the same household or have safety agreements with each other regarding their potential risk of exposure to Covid-19. If they are family or friends who would otherwise be around each other outside of volunteering for the PIT Count, they should team up to administer surveys.

## Covid Safety Continued...

- Provide personal protective equipment for volunteers (and if possible, extra masks for participants.)
  - For specific mask and face covering guidance, see:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Design volunteer processes that minimize close contact, for example:
  - Instruct volunteers to maintain proper social distance from participants and each other.
  - Develop a process for volunteers to support each other and participants in maintaining safety.

Personal Protective Equipment can include Masks, face shields, gloves, etc.

If your region/agency is having trouble securing PPE, contact:  
[gblais@coloradocoalition.org](mailto:gblais@coloradocoalition.org)

# Covid Safety Continued

The following website from the CDC provides specific guidance on Unsheltered Homelessness:

<https://www.cdc.gov/coronavirus/2019-ncov/community/homeless-shelters/unsheltered-homelessness.html>

## Topics Include:

- Community coalition-based COVID-19 prevention and response
- Communication
- Considerations for outreach staff
- Considerations for people experiencing unsheltered homelessness
- Considerations for encampments
- COVID-19 Readiness Resources

Personal Protective Equipment can include Masks,



# Health Precautions

- We recommend that any volunteer be tested for COVID-19 prior to participation in the count no more than 7 days prior, or at least screen for symptoms and check temperatures prior to and after a shift.
- Volunteers that have proof of vaccination/booster are recommended to help stop the spread of the virus.

# Covid-19 Resources

- HIC and PIT Count Safety Considerations for Counting During Covid-19 (PDF)  
[https://www.hud.gov/sites/dfiles/CPD/documents/PIT\\_Count\\_COVID19\\_Safety\\_Considerations.pdf](https://www.hud.gov/sites/dfiles/CPD/documents/PIT_Count_COVID19_Safety_Considerations.pdf)
- Consideraciones de seguridad para el conteo durante COVID-19 (Spanish)  
[https://www.hud.gov/sites/dfiles/CPD/documents/PIT\\_Count\\_COVID19\\_Safety\\_Considerations\\_Spanish.pdf](https://www.hud.gov/sites/dfiles/CPD/documents/PIT_Count_COVID19_Safety_Considerations_Spanish.pdf)

Please work with agency leads to speak with volunteers in advance in order to make sure safety of the surveyors and the survey participants is respected.

# HMIS Homeless Management Information System

In 2020/2021 we realized the HMIS System had some errors in data collection.

As a precaution, we are asking agencies who utilize HMIS complete an electronic survey in 2022.

We will work with pilot communities to run reports at the same time in hopes we can move to HMIS for eligible agencies in 2023.



Please utilize the HMIS ticketing system by emailing [colorado.hmis@coloradocoalition.org](mailto:colorado.hmis@coloradocoalition.org). These emails will go directly to the HMIS Lead Team.

# Safety. Privacy. Security.



**PRIVACY**

**SECURITY**



During a sheltered count the safety, privacy, and security precautions would generally follow those of the agency where the count is being held. Make sure to work with the agency and community leads to ensure measures meet standards that will allow volunteers/surveyors and participants to keep personal and professional boundaries as generally recognized in HUD funded and other Human Services agencies. More to come on that.

# Data Collection Related Safety

Encourage Programs, Leads and Volunteers to maintain personal safety and honor client safety.



Some things to focus on:

- Does the place where survey is being conducted offer a clear exit route if inside, or is it visible to other surveyors if outside?
- Will other surveyors, agency staff, etc. have easy access to the space in case of emergency? Plan ahead with agency leads.
- Encourage surveyors to trust their instincts. If something feels off, reach out to your agency Lead or another trained employee for direction.
- Surveyors and participants should observe the agencies safety precautions if inside.

# Privacy, Security, & Script

Please encourage volunteers to familiarize themselves with the **Surveyor Instructions & Script**, which helps:

- Identify a private, safe space to ask survey questions an/or make sure participants are comfortable in the space you're in.
- Informs participants about Covid-19 Safety and Precautions.
- Inform participants about the nature of the survey questions.
- Inform participants about how data is collected and how their information is used/protected.
- Reminds surveyors to answer EVERY applicable question on the surveys, as long as the client does not refuse to answer.



Please work with agency leads to speak with volunteers in advance in order to make sure safety of the surveyors and the survey participants is respected.

# Refusals

Please remember to remind surveyors; Individuals and Families are free to refuse to answer any question on the survey, but typically do so because they are either not understanding what the surveyor is asking or may not know enough about how we de-identify survey answers.

- We want to avoid refusals as much as possible! Surveyor trainings in January will offer advice on how to avoid this.
- As leads, be available to help a surveyor explain to participants the reasons questions are being asked and how information is de-duplicated. This can help the participant feel more comfortable answering and also help the surveyor become more comfortable working through the issues that come up themselves.
- Sometimes clients may not understand the question, so you or the surveyor may need to break the question down in more concrete ways.

We will discuss this further when breaking down the surveys.

# IMPORTANT!

This can't be emphasized enough for surveyors. It's extremely important to answer EVERY applicable question on the survey forms LEGIBLY.



Incomplete or hard to read survey forms can not be used.

Please regularly remind surveyors of this!

Surveyors should be directed to complete a few surveys and then bring to the leads in order to make sure the forms are being completed correctly. This will hopefully help address any issues ASAP and perhaps correct any problems.

As noted on the survey form, mark "R" legibly if there are any refusals so that we know the question was not just skipped.



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# Sheltered Count Surveys

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The Surveys will be collecting similar information to 2020 and 2021, with a few updates to the demographic questions.

## 2022 POINT IN TIME COUNT – SHELTERED COUNT SURVEY FORM

Jan 2022

Name of Housing Program:

County:

Interviewer:

Email:

Phone:

Program Type: Emergency Shelter (ES) ☐Transitional Housing (TH) ☐

\*Note: Mark refusals with an "R" – SURVEYOR, PLEASE DOUBLE CHECK ANSWERS TO MAKE SURE ALL BOXES ARE CHECKED!

For Households in ES or on the Streets ONLY (Do not complete for those in TH): Use Individuals or Head of Households best estimates if not exact.

1. Have you/your family been living in emergency shelters and/or on the streets continuously for a year or more? Yes ☐ No ☐
2. How many times have you had to stay in emergency shelters and/or on the streets in the past three (3) years? Fewer than 4 ☐ 4 times or more ☐
3. What was the total amount of time spent in emergency shelters and/or on the streets during these past three (3) years? Fewer than 12 Months ☐ 12 Months or More ☐

ES/TH: Please fill in the following information for the household as well as any family member staying in the same place with the head of household:

Person #1 (you)	Person #2 (not you)	Person #3 (not you)	Person #4 (not you)	Person #5 (not you)
1 <sup>st</sup> 3 letters of First Name:	1 <sup>st</sup> 3 letters of First Name:	1 <sup>st</sup> 3 letters of First Name:	1 <sup>st</sup> 3 letters of First Name:	1 <sup>st</sup> 3 letters of First Name:
1 <sup>st</sup> 3 letters of Last Name:	1 <sup>st</sup> 3 letters of Last Name:	1 <sup>st</sup> 3 letters of Last Name:	1 <sup>st</sup> 3 letters of Last Name:	1 <sup>st</sup> 3 letters of Last Name:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender) <input type="checkbox"/> Questioning	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender) <input type="checkbox"/> Questioning	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender) <input type="checkbox"/> Questioning	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender) <input type="checkbox"/> Questioning	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> A gender other than singularly female or male (e.g., non-binary, genderfluid, agender, culturally specific gender) <input type="checkbox"/> Questioning
Age: <input type="checkbox"/> 0-17 <input type="checkbox"/> 18-24 <input type="checkbox"/> 25-54 <input type="checkbox"/> 55+	Age: <input type="checkbox"/> 0-17 <input type="checkbox"/> 18-24 <input type="checkbox"/> 25-54 <input type="checkbox"/> 55+	Age: <input type="checkbox"/> 0-17 <input type="checkbox"/> 18-24 <input type="checkbox"/> 25-54 <input type="checkbox"/> 55+	Age: <input type="checkbox"/> 0-17 <input type="checkbox"/> 18-24 <input type="checkbox"/> 25-54 <input type="checkbox"/> 55+	Age: <input type="checkbox"/> 0-17 <input type="checkbox"/> 18-24 <input type="checkbox"/> 25-54 <input type="checkbox"/> 55+
Head of Household	Relationship to you: <input type="checkbox"/> Spouse/Partner <input type="checkbox"/> Other Family <input type="checkbox"/> Biological/Legal Child <input type="checkbox"/> Friend	Relationship to you: <input type="checkbox"/> Spouse/Partner <input type="checkbox"/> Other Family <input type="checkbox"/> Biological/Legal Child <input type="checkbox"/> Friend	Relationship to you: <input type="checkbox"/> Spouse/Partner <input type="checkbox"/> Other Family <input type="checkbox"/> Biological/Legal Child <input type="checkbox"/> Friend	Relationship to you: <input type="checkbox"/> Spouse/Partner <input type="checkbox"/> Other Family <input type="checkbox"/> Biological/Legal Child <input type="checkbox"/> Friend
Hispanic or Latin(a), (o), (x): <input type="checkbox"/> Non-Hispanic/Non-Latin(a), (o), (x) <input type="checkbox"/> Hispanic/Latin(a), (o), (x)	Hispanic or Latin(a), (o), (x): <input type="checkbox"/> Non-Hispanic/Non-Latin(a), (o), (x) <input type="checkbox"/> Hispanic/Latin(a), (o), (x)	Hispanic or Latin(a), (o), (x): <input type="checkbox"/> Non-Hispanic/Non-Latin(a), (o), (x) <input type="checkbox"/> Hispanic/Latin(a), (o), (x)	Hispanic or Latin(a), (o), (x): <input type="checkbox"/> Non-Hispanic/Non-Latin(a), (o), (x) <input type="checkbox"/> Hispanic/Latin(a), (o), (x)	Hispanic or Latin(a), (o), (x): <input type="checkbox"/> Non-Hispanic/Non-Latin(a), (o), (x) <input type="checkbox"/> Hispanic/Latin(a), (o), (x)
Race: <input type="checkbox"/> American Indian, Alaska Native or Indigenous <input type="checkbox"/> Asian or Asian American <input type="checkbox"/> Black, African American or African <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Multiple Races	Race: <input type="checkbox"/> American Indian, Alaska Native or Indigenous <input type="checkbox"/> Asian or Asian American <input type="checkbox"/> Black, African American or African <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Multiple Races	Race: <input type="checkbox"/> American Indian, Alaska Native or Indigenous <input type="checkbox"/> Asian or Asian American <input type="checkbox"/> Black, African American or African <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Multiple Races	Race: <input type="checkbox"/> American Indian, Alaska Native or Indigenous <input type="checkbox"/> Asian or Asian American <input type="checkbox"/> Black, African American or African <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Multiple Races	Race: <input type="checkbox"/> American Indian, Alaska Native or Indigenous <input type="checkbox"/> Asian or Asian American <input type="checkbox"/> Black, African American or African <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Multiple Races
Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No	Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No	Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No	Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No	Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No
Currently Fleeing Domestic Violence: <input type="checkbox"/> Yes <input type="checkbox"/> No	Currently Fleeing Domestic Violence: <input type="checkbox"/> Yes <input type="checkbox"/> No	Currently Fleeing Domestic Violence: <input type="checkbox"/> Yes <input type="checkbox"/> No	Currently Fleeing Domestic Violence: <input type="checkbox"/> Yes <input type="checkbox"/> No	Currently Fleeing Domestic Violence: <input type="checkbox"/> Yes <input type="checkbox"/> No
Disabling Condition(s)? <input type="checkbox"/> R? <input type="checkbox"/> (Check only reported/known): <input type="checkbox"/> Serious Mental Illness <input type="checkbox"/> Developmental Disability <input type="checkbox"/> Substance Use Disorder <input type="checkbox"/> HIV/AIDS <input type="checkbox"/> PTSD <input type="checkbox"/> Brain Injury <input type="checkbox"/> Chronic physical illness/disability	Disabling Condition(s)? <input type="checkbox"/> R? <input type="checkbox"/> (Check only reported/known): <input type="checkbox"/> Serious Mental Illness <input type="checkbox"/> Developmental Disability <input type="checkbox"/> Substance Use Disorder <input type="checkbox"/> HIV/AIDS <input type="checkbox"/> PTSD <input type="checkbox"/> Brain Injury <input type="checkbox"/> Chronic physical illness/disability	Disabling Condition(s)? <input type="checkbox"/> R? <input type="checkbox"/> (Check only reported/known): <input type="checkbox"/> Serious Mental Illness <input type="checkbox"/> Developmental Disability <input type="checkbox"/> Substance Use Disorder <input type="checkbox"/> HIV/AIDS <input type="checkbox"/> PTSD <input type="checkbox"/> Brain Injury <input type="checkbox"/> Chronic physical illness/disability	Disabling Condition(s)? <input type="checkbox"/> R? <input type="checkbox"/> (Check only reported/known): <input type="checkbox"/> Serious Mental Illness <input type="checkbox"/> Developmental Disability <input type="checkbox"/> Substance Use Disorder <input type="checkbox"/> HIV/AIDS <input type="checkbox"/> PTSD <input type="checkbox"/> Brain Injury <input type="checkbox"/> Chronic physical illness/disability	Disabling Condition(s)? <input type="checkbox"/> R? <input type="checkbox"/> (Check only reported/known): <input type="checkbox"/> Serious Mental Illness <input type="checkbox"/> Developmental Disability <input type="checkbox"/> Substance Use Disorder <input type="checkbox"/> HIV/AIDS <input type="checkbox"/> PTSD <input type="checkbox"/> Brain Injury <input type="checkbox"/> Chronic physical illness/disability

\*Note: Mark refusals with an "R" – SURVEYOR, PLEASE DOUBLE CHECK ANSWERS TO MAKE SURE ALL BOXES ARE CHECKED!

# Scripts

A script containing information on safety precautions and instructions/language to conduct the survey will be distributed for both the Sheltered and Unsheltered Counts. We will also be making one for Observational Surveys should regions choose that option.

Sheltered PIT Instructions and Script: (link will be added after training)

Surveyors should be directed to complete a few surveys and then bring to the leads in order to make sure the forms are being completed correctly. This will hopefully help address any issues ASAP and perhaps correct any problems.

As noted on the survey form, mark "R" legibly if there are any refusals so that we know the question was not just skipped.

# Permanent Supportive Housing (PSH) and Rapid Re-Housing (RRH) Survey Forms

PSH and RRH Forms collect total number of persons housed on the night of Tuesday January 25th, 2021, in each program type.

Coordinators will collect forms from agencies in their region and organize them by program type. Once organized, please attach cover sheets provided by CCH and mail along with the ES and TH forms as described at the end of the training. The cover sheets help to keep track of the programs and numbers of surveys so we can better organize for our PIT Consultant. They are the organization who enters the survey data, de-duplicates surveys, and compiles the information to draft the final PIT Report.



**Colorado Balance of State  
Continuum of Care**

**January 2022 Sheltered Point-in-Time (PIT) Count  
Persons in Permanent Supportive Housing**

Name of organization:	
Name of PSH program:	

For Permanent Supportive Housing (PSH) programs, please provide a count of the number of persons, *including all adults and all children*; on the night of the PIT count:

<b>Total number of persons housed</b> in program on the night of Tuesday January 25 <sup>th</sup> , 2022:	
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Permanent  
Supportive  
Housing  
(PSH)  
Survey Form

Continue to next slide.

# Permanent Supportive Housing (PSH) Forms

## Information Collected:

- **Name of Organization** - Organization that operates the PSH and/or RRH Program. (Example: Grand Valley Catholic Outreach "GVCO")
- **Name of PSH Program** - There should be a separate PSH/RRH form for each program. (For example: St. Benedict PSH, St. Martin PSH would each have a separate form even though they are operated under GVCO.)
- ◆ **Total Count of Individuals in Program on the Night of January 25th, 2022**
  - Total number of persons who stayed in the PSH program on the night of Tuesday January 25th, 2022



Colorado Balance of State  
Continuum of Care

January 2022 Sheltered Point-in-Time (PIT) Count -  
Persons in Rapid Re-Housing

Name of organization:	
Name of RRH program:	

For Rapid Rehousing (RRH) programs, please provide a count of the number of persons, including all adults and all children, enrolled in the program on the night of the PIT count; in order of the following breakdown:

**I. Point-in-Time Count Totals**

A. List total # of persons without children ( <b>Adults Only</b> ) staying in the program the night of the PIT Count here:	
B. List total # of persons with adults with children (households) staying in the program the night of the PIT Count here:	
C. List total # beds for unaccompanied children (if children under 18 with no adult in the household) here:	
Total number of persons who stayed in the RRH Program on the night of Tuesday January 26 <sup>th</sup> , 2020 (A+B+C = Total #):	

**Please remember:**

- **Unaccompanied children do not have adults with them.** If a child is in the program with a parent/guardian, they would count in row "B" above.

Rapid  
Rehousing  
(RRH)  
Survey Form

# Rapid Re-Housing (RRH) Survey Forms

## Information Collected:

In addition to the same organization and program information we collect from the PSH PIT Forms, to better understand the breakdown in your RRH programs we will collect:

### ◆ Household Breakdown & Total Persons in Program on Night of Count

- # of Households without children (Single Adults)
- # of Households with adults & children
- # of Households with children only (under 18, with no adults in the household)
  - Total number of persons who stayed in the program on the night of Tuesday January 25th, 2022



Permanent Supportive Housing  
(PSH) and Rapid Re-Housing  
Survey Forms



*Yes.  
That's it.*

## Youth Supplemental Survey & Youth Unsheltered PIT Count



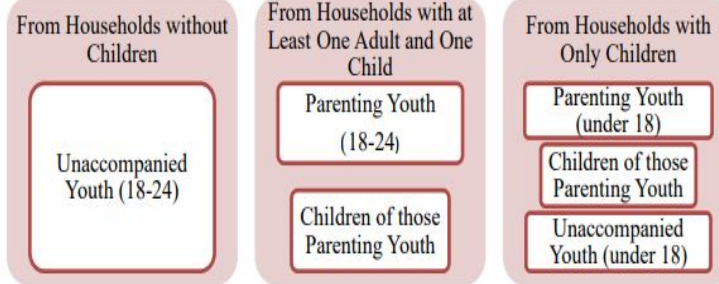
The Office of Homeless Youth Services (OHYS) and the Advisory Council for Homeless Youth (ACHY) will work in collaboration with the Rural Collaborative for Homeless Youth (RCHY) to conduct a Youth Supplemental Survey along with a Youth Unsheltered Count in 2022.

These Counts are separate from the BoS Sheltered Count, but working in partnership! If you're a youth provider and/or supporting the youth count, we'll have more information (including finalized surveys) in the January Surveyor training.

Assists in understanding this underserved population. Assists with funding sources like the Youth Homelessness Demonstration Program (YHDP).

## Which Youth do we Count?

### Relationship of Household Types and Youth Categories



Any youth 11-24 who is a part of a family with an adult (25+) should not be counted for the youth supplemental survey.

However, and this is important, they would be counted in the Sheltered (and Unsheltered) PIT Count as part of the family.

## Clarification About the YSS, BoS, and HUD

1. The Youth Supplemental Survey and Youth Unsheltered Count is conducted in collaboration with, but independent of the 2022 BoS PIT Sheltered Count.
2. Information gathered from the 2022 BoS PIT Survey and Youth Supplemental Survey will be used by communities to better understand their regional youth homelessness needs, but is not reported to HUD.
  - The completed report will be available on the [OHYS website](#).
3. The 2022 BoS PIT Sheltered Count Survey data will be the only data reported to HUD in 2022, though any relevant data from the YSS will be shared amongst the BoS and Youth partners.

If interest in partnering on the Youth Supplemental Survey / Youth Unsheltered Count,  
Contact:

Brittany Wade

Division of Housing (DOH)

Department of Local Local Affairs (DOLA)

Office of Homeless Initiatives (OHS)

Office of Homeless Youth Services (OHYS)

C. 720.670.4633

Email: [brittany.wade@state.co.us](mailto:brittany.wade@state.co.us)

Website: <https://www.colorado.gov/pacific/dola/office-homeless-youth-services-ohys>

## Youth Supplemental Count Continued...

**Age Range of Youth Supplemental Surveys:** 11 through 24  
(not yet 25)

- Beginning late Tuesday night of January 25th, 2022, surveyors will begin to survey youth between the ages of 11 through 24 based on where they are spending the night that night.
- Due to the YSS being a Sheltered and Unsheltered Count, surveyors will either be completing surveys in Emergency Shelters or Transitional Housing, as well as in places not meant for human habitation (The streets, tents, encampments, etc.)

\*You have up to 7 days to collect this data, and information gathered should be collected based on where the youth spent the night on Tuesday 1/25/2022.

If your region is partnering with the YSS and/or Unsheltered Youth PIT Count, there will be further communication from DOH and representatives from the Rural Collaborative for Homeless Youth, along with guidance around how to conduct the count.



Just to be very clear, these corny pictures are probably more for me than they are for you.

# Electronic Surveys

In 2022 we are asking providers to complete Electronic Surveys for any Emergency Shelter or Transitional Housing programs whenever possible.

- This requires the surveyors to be connected to the internet and go to a website that holds the survey questions.
- Surveyors will need to use computers, tablets and/or cell phones.
- The surveys would all ask the same questions in the 2022 PIT Sheltered Count Survey Form and upload to our consultant automatically.
- This option was chosen due to ease of data collection, cost effectiveness, and in response to this years testing of HMIS.

Questions? Email [shaves@coloradocoalition.org](mailto:shaves@coloradocoalition.org).

Trainings for the Electronic ES and TH PIT Survey Option will be included in the Surveyor Trainings in January!

## Paper Survey Collection

### Steps for Collection of 2022 BoS Sheltered Count Paper Surveys:

1. Collect all of the survey forms from your housing programs, volunteers and leads.
2. Sort them by Type:
  - a. ES & TH surveys with the optional Youth Supplemental Surveys attached to the BoS PIT Survey
  - b. RRH & PSH count forms
3. Add CCH cover sheets. (I will be providing these with the surveys.
4. Again, I will also be collecting YSS Surveys (attached to the completed BoS PIT Survey) in an effort to assist our youth partners! If your region has identified a separate process along with your own sheltered count, you would follow that over the directions listed here!



# Survey Collection

## Steps for Collection of 2022 BoS Sheltered Count Surveys, Continued:

4. Either scan surveys electronically and email surveys (including YSS) to me securely ([shayes@coloradocoalition.org](mailto:shayes@coloradocoalition.org)), fax them to my attention (303-298-1021), or mail them to me.

- Colorado Coalition for the Homeless:  
ATTN: Shawn Hayes  
2111 Champa Street  
Denver, CO 80205



5. Make sure always to keep copies for your record! This is especially important in case any surveys are lost in scanning or mailing!

# Make Copies!

4. Again, don't forget to save copies of all survey forms for your local CoC planning group!



Also, it would important to have copies made in case of mailing issues. The Collaborative Applicant (CCH) does not keep copies of the survey forms.

## Questions or Considerations?



# Contact Information

## For questions about the 2020 Balance of State Continuum of Care Point in Time Sheltered Count Contact:

Shawn Hayes  
Balance of State Continuum of Care Coordinator  
Colorado Coalition for the Homeless  
2111 Champa Street  
Denver, CO 80205

Main: 303-293-2217  
Direct: 303-312-9651  
Email: [shaves@coloradocoalition.org](mailto:shaves@coloradocoalition.org)  
Website:  
Main:  
<https://www.coloradocoalition.org/COBoSCoC>  
PIT Count Specific:  
<https://www.coloradocoalition.org/BoSCoCPITHIC>

## For questions about the Youth Supplemental Survey & Unsheltered Count Contact:

Brittany Wade  
Division of Housing (DOH)  
Department of Local Local Affairs (DOLA)  
Office of Homeless Initiatives (OHS)  
Office of Homeless Youth Services (OHYS)

Cell: 720.670.4633  
Email: [brittany.wade@state.co.us](mailto:brittany.wade@state.co.us)  
Website:  
<https://www.colorado.gov/pacific/dola/office-homeless-youth-services-ohys>

Click to the next slide for information on the optional  
youth unsheltered count.

Also, if you're working, or are interested in working with the Rural Collaborative for Homeless Youth to Conduct the Youth Homelessness Unsheltered Count in your county and want to get connected, Click to the next slide!

# Youth YSS & Optional Unsheltered Count Contact Information

To help get an accurate and detailed count of youth experiencing homelessness in your county, contact:

Kippi Clausen  
Unfolding Directions, LLC  
Phone: 303-521-8968  
Email: [kippi@unfoldingdirections.com](mailto:kippi@unfoldingdirections.com)  
Website: [www.unfoldingdirections.com](http://www.unfoldingdirections.com)

The Rural Collaborative for Homeless Youth is happy to assist you in finding volunteers to assist with the Unsheltered Counts!

# Additional Resource Information

## Local Emergency Managers

The following is a list of County-level emergency management websites, telephone (office and 24 hour), emails and sms/text alert systems in Colorado.

To best stay informed before, during and after a disaster you are encouraged to monitor a number of information sources, including systems such as local emergency services websites, warning sirens, SMS or text alert systems, local/national media outlets, and local government sources.

<https://www.colorado.gov/pacific/dhsem/local-emergency-managers>

## Find your local public health agency

Public health agencies provide a variety of services, ranging from Community and Behavioral Health to Environmental Quality.

They can also assist communities in following best practices when conducting PIT Counts.

<https://cdphe.colorado.gov/public-information/find-your-local-public-health-agency>

**Katie Note: Added sections from the website you shared**

Thank you for all you do to help people experiencing homelessness in Colorado's rural and non-metro communities!



# End of Presentation