



# 2023 Point-in-Time Sheltered and Unsheltered Count Fact Sheet for Surveyors

Created: December 2023 Updated: N/A

## **What is a Point-in-Time Count?**

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 the last 10 days of January. This is generally collected with a survey that asks basic demographic information while masking identity in accordance with guidance.

## **Why do we do Point-in-Time Counts?**

Point-in-Time data helps us understand the number and characteristics of people experiencing homelessness on a county and CoC level, identify local needs, better advocate for families and individuals experiencing homelessness, measure our progress in making homelessness rare, brief, and one-time, and it is used to assist with applying for HUD and other homelessness housing and assistance funds.

## **Who exactly will conduct the Sheltered Count?**

The PIT Count should be conducted by local housing providers, community volunteers, organizations, anyone interested in helping to understand how to support and advocate for people experiencing homelessness by understanding the varying ways it is showing up in your community.

## **Date of the 2023 Point-in-Time Sheltered and Unsheltered Count for the BoS CoC**

Tuesday January 24th, 2023 - The Sheltered and Unsheltered PIT Count will begin late evening after 10PM on Tuesday 1/24/2023 or after 12AM (early morning) on Wednesday the 25th of January, 2023.

- This ensures accuracy as to where someone spent the night on Tuesday 1/24/2023.
- Surveys can be collected up to 7 days after the night of the Point-in-Time count, but information should be collected as close to the date of the count as possible and always based on where the person stayed on 1/24/2023.

## **2023 is a Sheltered and Unsheltered Count Year, how will it be conducted?**

- As part of the 2023 Sheltered count, agencies and volunteers will **survey** the number of households living in [Emergency Shelters \(ES\)](#) and [Transitional Housing \(TH\) Programs](#).
- For the **Unsheltered Count**, agencies and volunteers will **survey** individuals without homes on the night of the count. HUD considers individuals and families sleeping in a place not designed for or ordinarily used as a regular sleeping accommodation (e.g., abandoned buildings, train stations, or camping grounds) as experiencing "unsheltered" homelessness. Check out more info on [Unsheltered Homelessness here](#).
- **Youth Supplemental Survey (YSS)**: Any regions participating in the Youth Unsheltered Count will complete an additional one-page **YSS** to unaccompanied youth under the age of 25 who elect to participate. Brittany Wade (with the Office of Homeless Youth Services is the primary contact on the Youth Supplemental Survey. ([brittany.wade@state.co.us](mailto:brittany.wade@state.co.us))
- During a PIT Count HUD also requires that we **count** and report on the number of persons living in [Permanent Supportive Housing \(PSH\) Programs](#), and [Rapid Re-housing \(RRH\) Programs](#) on January 24th, 2023.

## **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. Regional PIT Coordinator's will make sure the list is up to date and inform Shawn of any updates/changes.



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## Responsibilities of the Regional PIT Coordinators and Leads

**Publicize** the PIT Count at local Continuum of Care (CoC) meetings, via advertisements, and other meetings in December and January.

**Review & Update** the list of Housing/Emergency Shelter programs to be surveyed and discuss any updates/changes/concerns with Shawn. (Housing Inventory Count)

**Train/Support** all surveyors in December and January. Surveyor Training will be held via webinar in January for all regions. You may take training materials and modify them.

**Distribute** final sheltered and unsheltered survey forms to all surveyors in January (or when your training takes place.)

**“Meet”** with all surveyors prior to the January 24th count with reminders and any additional guidance. Be available the week of the PIT Count to answer questions from surveyors and volunteers.

## Survey Options (Surveys or a link to the surveys will be provided by the PIT Coordinator or Agency Lead)

1. **Electronic Sheltered and Unsheltered Count Surveys (preferred method of collection):** Calendar invites have been sent for January 2023 trainings for electronic and paper surveys and the link for e-surveys will be released for disseminations to Surveyors once completed. Surveyors will need to have access to a computer, phone or tablet in order to collect electronic survey information.
2. **Paper Sheltered and Unsheltered Count Surveys and the Youth Supplemental Survey (YSS):** Documents will be sent to all leads in agencies in case there are issues with the electronic survey and/or if they prefer paper survey options. Please encourage all volunteers and agencies to use the electronic survey option if possible and if there's access to technology!
3. **Homeless Management Information System (HMIS):** We will be in contact with HMIS participating agencies regarding the trainings to pull PIT Count numbers directly from HMIS.

## Survey Collection Timelines and options for Submission

Collect surveys from all staff, volunteers and entities that participated in the count. Ideally surveys should be collected the day after the count, but agencies may take up to 7 days after (2/1/2023). Please contact me if you need assistance outreaching to organizations who have not traditionally participated in the count.

1. Electronic Surveys will upload automatically and do not require cover sheets.
2. Sort paper surveys by program names and **do not separate** from their corresponding Youth Supplemental Survey! We have trouble pairing them when they're separated!
3. Add Cover Sheets depending on type of survey ([Sheltered](#) vs. [Unsheltered](#))
4. **Submit Surveys using one of the options below by Friday February 10th, 2023.** (KEEP COPIES FOR YOUR RECORDS!) Contact me with any issues and we can talk it through!

Scan surveys and send by email to Shawn Hayes: <a href="mailto:shayes@coloradocoalition.org">shayes@coloradocoalition.org</a> (Preferred)	Fax surveys "Attn: Shawn Hayes" to CCH: 303-298-1021	Ship them via US Mail, UPS or Fed-Ex (with tracking number) to: Colorado Coalition for the Homeless % Shawn Hayes 2111 Champa St. Denver, CO 80205
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See more at the BoS CoC Point-in-Time Website: [www.coloradocoalition.org/BoSCoCPITHIC](http://www.coloradocoalition.org/BoSCoCPITHIC)