BTG Preparation for the 2019 PIT Count

Background

Analysis of historical PIT count data reveals inconsistencies between individuals active in the unsheltered HMIS and actual canvassing efforts. BTG is asking outreach programs to utilize the steps in this document to help prepare for the 2019 count to produce the most accurate count possible. Recently, the HMIS showed the following counts of active clients in street outreach programs.

Street Outreach Program Count		
Active as of December 5, 2018		
Programs	**Active Count**	**# of Veterans**
FLC - Maui Regions 1, 2, 3, 6 - Street Outreach (HPO)	106	3
FLC - Maui Regions 4, 5 - Street Outreach (HPO)	42	3
HOPE - Hawaii Regions 1, 8, 9, 10 - Street Outreach (HPO)	39	2
HOPE - Hawaii Regions 2, 3, 4, 5, 6, 7 - Street Outreach (HPO)	64	1
HOPE - PATH Street Outreach Program	22	0
KEO - Kauai All Regions - Street Outreach (HPO)	314	7
MHK - PATH Street Outreach Program	11	0
SARMY - Maui Homeless Outreach Program	7	0
TOTAL HI-500	**605**	**16**

Ideally, all clients counted during the unsheltered PIT will have an active outreach intake in the HMIS, and all outreach clients with active HMIS records will be found during the unsheltered canvassing effort.

Using Active Outreach Lists

A key strategy for the PIT is for Outreach agencies to use their HMIS active lists as the basis for clients they should be finding and enumerating during the canvassing period. The steps below will help in this preparation. For the PIT count to improve, outreach agencies must set high standards for the whereabouts of the clients that they are serving as indicated by being active in their HMIS records.

One issue that has been identified in the past are verified homeless persons who have been served by drop-in centers and entered in to the HMIS during the week of the count, yet NOT enumerated as part of the PIT count effort. Agency staff serving persons requesting these types of services during the PIT count week should complete survey forms on all persons identifying as homeless.

Key Preparation Steps

1. Outreach agencies should first print out their active client lists from the HMIS using the "Household Listing" report under the "Reporting" menu. Select the outreach program and enter the same start and end date parameters. Export the output to Excel for a printable list to review.
2. The report produced above can be used to begin "cleaning" the HMIS active listing prior to the upcoming PIT count. If a client is not being actively served and staff do not know their unsheltered location, the client should be exited.
3. Clients that are housed should not be active in Homeless Outreach programs. These types of clients should be discharged with appropriate exit destination information once they become housed.

Next Steps

1. The revised report listing pulled very close to the count will be considered your agencies ACTIVE list of unsheltered homeless persons for the 2019 unsheltered count.
2. Canvassing efforts during the PIT week should focus on finding ALL THE PEOPLE ON THE ACTIVE HMIS OUTREACH LIST and documenting their current homeless status. This should aid in effectively targeting unsheltered homeless. These efforts can also include prefilling the PIT survey instruments for clients that agencies know will be unsheltered and have a high probability of residing in known locations during the count. These clients should be corroborated during the week of the count.