

## MD-514 PIT Count Timeline

Action	Responsible Party	Deadline	Status
Verify & Schedule PIT Planning Committee	CoC Lead	11/29/2021	Complete
Approve Count Plan Timeline	PIT Committee	12/03/2021	Complete
Approve Draft Unsheltered Survey Tool	PIT Committee	12/03/2021	Complete
Approve PIT Date & Backup	PIT Committee	12/03/2021	Complete
Approve Training Tool Kit Needs	PIT Committee	12/17/2021	Complete
Finalize Training Tools	CoC & HMIS Lead	01/07/2022	Complete
Finalize Unsheltered Survey	CoC & HMIS Lead	01/07/2022	Complete
Develop & Report Local PIT Plan to Lead	LHC Lead	01/07/2022	In Progress
Develop Non-HMIS project & DV provider data collection tool	CoC & HMIS Lead	01/07/2022	In Progress
Distribute BoS Training Materials to Count Teams	LHC Lead	01/14/2022	In Progress
Confirm all ES & TH projects for inclusion in the sheltered count	LHC Lead	01/14/2022	In Progress
COUNT NIGHT	LHC Lead	01/26/2022	
Last day to collect unsheltered survey data for 7 Day Service Count	LHC Lead	02/02/2022	
Deadline to enter Unsheltered Survey Data into Google Forms	LHC Lead	02/04/2022	
Deadline to add / correct client data in HMIS	LHC Lead	02/04/2022	
Deadline for non-HMIS & DV providers to return sheltered client data	LHC Lead	02/04/2022	
Pull HMIS reports for sheltered count	HMIS Lead	02/07/2022	
Develop preliminary BoS-wide PIT report	CoC & HMIS Lead	March 2022	
Submit preliminary report to LHC contacts for review	LHC Lead	March 2022	
Finalize all data	CoC & HMIS Lead	April 2022	
Submit PIT report to HUD	CoC & HMIS Lead	April 2022	

*All dates subject to change based on committee need or HUD requirements.*