MD-514 2022 Point in Time Count Guide

Unsheltered Count

MD-514 will participate in the 2022 unsheltered PIT count. The PIT Planning Committee will finalize and approve the survey, time frame and general protocol.

1. Survey tools
   a. DHCD will create an online survey tool with HUD required data elements
   b. LHCs will have immediate access to local survey responses
   c. If an LHC would like to collect additional data elements outside of the BoS required data, they may do so. However, any data collected outside of the required BoS elements will not be managed by DHCD or included in BoS-wide reporting
   d. The online surveys will be available in Google Forms. Surveys should be entered directly into the form at the time of interview or at a later date if a paper version is used
   e. DHCD will provide a corresponding paper version of the survey
   f. LHCs may go fully digital or use the paper survey
   g. All survey data must be entered into the Google Form regardless of methodology
2. Timeframe
   a. All counties in the BoS must count on the same date to avoid duplication
   b. The planning committee will identify and approve the date range
   c. The BoS will identify the designated count date and a backup event
3. Technical Assistance
   a. DHCS will provide training materials to LHCs to ensure consistent application of data collection and process
   b. LHCs are responsible for ensuring all local partners and relevant participants are trained on BoS and local needs and procedures
   c. DHCD will be available to provide basic technical assistance and troubleshooting to LHC requests

Sheltered Count

MD-514 will conduct the annual count for individuals in shelter situations, including those residing in Emergency Shelter and Transitional Housing on the night of the count. Data will be collected in the following ways:

1. HMIS Reporting
   a. This method applies to most projects in the CoC
   b. LHCs will verify each ES and TH project that should be included in the report
   c. All client data must be keyed into the system by a set deadline, no edits will be allowed after the deadline
   d. HMIS staff will run reports after the stated deadline
2. Non-HMIS Reporting
   a. Projects that do not participate in HMIS will be requested to provide census data via an online survey tool, to include overall count, demographics and household type
3. Domestic Violence Projects

a. DV projects will be requested to provide de-identified, aggregated census data via an online survey tool, to include overall count, demographics and household type
b. Data should be obtained via the agency Comparable Database

The PIT Planning Committee will work to identify appropriate contacts for all non-HMIS participating agencies and DV providers to ensure that all data is accurately collected.

DHCD and TeamHMIS will be responsible for gathering all data, verifying accuracy and submitting to HUD by the required deadline. LHCs will be provided a preliminary PIT report for review before submission to HUD.

LHC Expectations

LHCs are responsible for implementing the PIT count at the local level. At a minimum, the LHC must:

- Collect the data elements required in the BoS unsheltered survey
- Ensure all unsheltered survey data is entered into the Google Form
- Identify geographic areas to be canvassed
- Identify volunteers or other community members required to conduct the surveys
- Train LHC PIT participants (local staff, volunteers, etc) on the BoS provided training materials and any local materials
- Ensure the count is conducted on the approved date
- Verify local ES & TH projects to be included in the count
- Verify non-HMIS & DV projects to be included in the count and provide appropriate contact
- Ensure all unsheltered and sheltered data is accurately entered into the corresponding system by the designated deadline
- Review preliminary reporting provided by the Lead and provide feedback as necessary

MD-514 PIT Count Timeline

Action	Responsible Party	Deadline
Verify & Schedule PIT Planning Committee	CoC Lead	11/29/2021
Approve Count Plan Timeline	PIT Committee	12/03/2021
Approve Draft Unsheltered Survey Tool	PIT Committee	12/03/2021
Approve PIT Date & Backup	PIT Committee	12/03/2021
Approve Required & Optional Training Tool Kit	PIT Committee	12/17/2021
Finalize Training Tools	CoC & HMIS Lead	01/07/2022
Finalize Unsheltered Survey	CoC & HMIS Lead	01/07/2022
Develop & Report Local PIT Plan to Lead	LHC Lead	01/07/2022
Develop Non-HMIS project & DV provider data collection tool	CoC & HMIS Lead	01/07/2022
Distribute BoS Training Materials to Count Teams	LHC Lead	01/14/2022
Confirm all ES & TH projects for inclusion in the sheltered count	LHC Lead	01/14/2022
Final Committee Run Through	PIT Committee	01/14/2022
COUNT NIGHT	LHC Lead	01/26/2022
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