

Point in Time (PIT) Count Methodology

The PIT count is a federally-mandated census of all people experiencing homelessness on a given night in the last 10 days of January. Virginia's Department of Housing and Community Development (DHCD) issues a standard date on which all Virginia CoCs are expected to conduct the count, which is January 24, 2024.

Sheltered Count

- The HMIS administrator will use HMIS reports to count total numbers and demographics of people staying at HMIS-participating shelters on the night of the count
- The HMIS administrator will collect manually-aggregated reporting forms (revised for clarity and consistency) from shelters that are not participating in HMIS, including DV providers.
- These reports will incorporate geographic breakdowns (North, Central, and South) in order to compare internal variations within the CoC by region as well as shelter type
- All shelter agencies (both HMIS and non-HMIS participating) will be invited to conduct surveys with clients (opt-in) in order to provide more complete information for PIT survey dataset.
- The HMIS administrator will reach out to the McKinney-Vento homeless liaisons in all 8 school districts to collect information about students experiencing homelessness

Unsheltered Count

- The Data & Performance Committee will review and revise the survey tool that is used to collect information to ensure compliance with HUD standards and relevance for current CoC needs.
- The CoC's Lived Experience Committee will provide feedback and leadership on how to identify locations, timing, and volunteers for respectful and successful unsheltered surveying.
- The HMIS administrator will recruit volunteers from CoC members and local volunteer networks
- The HMIS administrator will expand volunteer training to include not only a review of the survey tool and locations but also respectful and trauma-informed interviewing techniques
- CoC agencies will publicize the date and purpose of the PIT count in the week prior so that people experiencing homelessness are not caught off guard by the request for interviews
- CoC agencies will be invited to offer centralized surveying locations on the day of the count (warming shelters, etc) to facilitate surveying in comfortable locations.
- The HMIS administrator will collaborate with the Lived Experience Committee, Street Outreach staff, and other CoC members to create a comprehensive geographic plan that includes known encampments and daytime areas in all eight jurisdictions.
- Surveying teams with at least one 'local expert' (street outreach staff, people with lived experience, or other known and widely accepted agency staff) will conduct surveys and observation counts in the locations and times assigned to them by the plan above.
- Surveying teams will use online and paper versions of the survey to collect responses.
- People who agree to participate in the survey will receive a \$5 gift card as a thank-you incentive.

Data analysis and reporting

- The HMIS administrator will compile results from both the sheltered and unsheltered counts to submit necessary PIT and HIC reports to HUD.
- The HMIS administrator will compile all survey responses into a PIT findings report that will be shared with all CoC members.
- The HMIS administrator will provide a summary presentation of key findings to share at the CoC general meeting in April.