

2017 ALAMEDA COUNTY HOMELESS CENSUS AND SURVEY

Timeline and Project Plan

October/Early November		
<ul style="list-style-type: none"> Finalize count date Engage service providers and garner support for the project Finalize method and timeline 		
Street Count	Youth Count	Shelter Count
November		
<ul style="list-style-type: none"> Determine Deployment Center locations Finalize training dates, times and locations Develop list of service providers who will recruit guides for the count (220) and provide them with referral cards Begin recruiting volunteers using online sign up page (450) Determine outreach strategies for special populations including veterans, families, vehicles, encampments 	<ul style="list-style-type: none"> Develop a youth count planning committee Engage youth providers and school district liaisons Develop list of service providers who will recruit guides for the count and provide them with referral cards Begin recruiting team leaders using online sign up page 	<ul style="list-style-type: none"> Update comprehensive list of shelters and agencies Update primary contacts at each site for data collection Remind providers the count will happen in January Continue emphasis on data accuracy, completeness, and program entries matching capacity Determine the method for submission of non-HMIS data
December		
<ul style="list-style-type: none"> Finalize survey content Finalize outreach strategies for special populations Begin guide recruitment Conduct targeted outreach for remaining volunteers Develop community maps for the street count 	<ul style="list-style-type: none"> Conduct focus groups with youth to determine where and when to conduct the count Develop community maps and targeted outreach for remaining team leaders Begin recruiting youth guides Meeting with COE to distribute school count materials and training 	<ul style="list-style-type: none"> Remind providers the count will happen in January Additional engagement with the non-HMIS using programs

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January		
<ul style="list-style-type: none"> • Communicate regularly with volunteers and fill in any remaining gaps • Conduct trainings at least 1 week prior to the count • Conduct count on January 31st • Recruit guides to become surveyors 	<ul style="list-style-type: none"> • Finalize recruitment of youth guides and assignments based on geographic knowledge • Conduct brief trainings and count on January 31st • Recruit youth guides to become surveyors 	<ul style="list-style-type: none"> • Conduct shelter count on January 31st
February		
<ul style="list-style-type: none"> • Conduct surveyor trainings • Monitor survey quotas and refine quotas based on 2017 data • Complete all surveys by February 16th 	<ul style="list-style-type: none"> • Conduct surveyor trainings • Monitor survey quotas and refine quotas based on 2017 data • Complete all surveys by February 16th 	<ul style="list-style-type: none"> • Submit all sheltered data in February (date TBA)
March/April		
<ul style="list-style-type: none"> • Review preliminary data and prepare for HUD reporting <ul style="list-style-type: none"> ○ Review shelter count data ○ Review street count and youth count data ○ Prepare submission 		
June		
<ul style="list-style-type: none"> • Review draft report <ul style="list-style-type: none"> ○ Confidential draft provided for community input and finalization • Debrief 2017 count and survey process • Final report released by June 30 <ul style="list-style-type: none"> ○ Community meetings and public release • Data to action discussions 		