

POINT IN TIME (PIT) PLANNING TEAM
OAKLAND, BERKELEY/ALAMEDA COUNTY COC

PIT Planning Team
Minutes
January 4, 2024
2:30 – 4:00pm

Present: Thanita Adams, Moe Wright, Patrick Anderson, Aaron Tiedemann, Amy Cole-Bloom, Carol Lee, Greta Monares, Hanna Toda, Suzanne Campillo, Ronnie Boyd, Phil Clark, Oscar Macias, Martha Elias, Laurie Flores, Katie Alducin, Josh Jacobs, Jen Lucky, C Harris, Tunisia Owens, Nic Ming, Jessica Lobedan

Staff: Kim Natarajan (Homebase), Kris Maun (Homebase), Matt Simmonds (Simtech), Jackie Gardner (Simtech)

<p>1. Welcome / Introductions</p>
<p>2. Pre-Count Timeline Updates (Jackie Gardner)</p> <ul style="list-style-type: none">a. Completed Milestones:<ul style="list-style-type: none">i. Approve Volunteer Registration Portalii. Set a Date for the 2024 PIT Countiii. Identify Jurisdictional PIT Leadsiv. Approve Additional Survey Questionsb. In Progress:<ul style="list-style-type: none">i. Finalize Known Locations of People Experiencing Homelessness by the end of the day on January 5, 2024. Once this is completed, we will be able to determine random sampling locations and assign volunteer quotas.c. Upcoming Milestones Timeline:<ul style="list-style-type: none">i. Identify Non-HMIS Participating Projects for Sheltered Surveysii. Random Sampling Locations Determinediii. Minimum Volunteer Quotas Established
<p>3. Volunteer and Known Location Totals (Jackie)</p> <ul style="list-style-type: none">a. Volunteer Recruitment Updates:<ul style="list-style-type: none">i. We are on target for volunteer recruitment everywhere, except for Newark that has only one volunteer. Several areas have exceeded their target including Livermore, City of Alameda, Emeryville, and Berkeley.b. Known Location Updates:<ul style="list-style-type: none">i. We have recorded information everywhere except for Newark.ii. Currently have identified 1,617 locations and are expecting 5,009 people.c. Demographic Updates

- i. HUD recently published all of the reports by CoCs, which has allowed Simtech to get the data for demographics of the people experiencing unsheltered homelessness, which can be compared with the demographics of volunteers.
 - ii. Based on the comparison between the demographics of people experiencing homelessness and people volunteering for the PIT Count, there are disparities that match what we've anecdotally heard. Ultimately, we'll be able to analyze that data, which we haven't had the opportunity to do before.
 - iii. Communities are encouraged to do targeted outreach to address those gaps and can use this data to inform recruitment.
 - d. Questions and Discussion:
 - i. Attendees asked about uploading known locations when they are intending to do a full census count. Simtech clarified we still need to know the known locations for communities intending to do a full census count because that impacts the sampling. If a community is not going to have their known locations uploaded by the deadline, then we ask that they have them in no later than Wednesday of next week because we still need to know what areas need to be sampled because the whole county will not be doing a full census count.

4. Revised Approach to Trainings (Jackie)

- a. There are 4 main segments for volunteers to understand related to Unsheltered PIT Counts
 - i. PIT 101 Information
 - ii. Volunteer Guidance and Expectations
 - iii. Using the Counting Us Mobile App to Conduct Surveys
 - iv. Update: The Mobile App will have Meetup Location (Deployment Center) and a Bulletin Board for Volunteers to View Local Information. They will find this information in the "My Count" section of the Counting Us App.
- b. The approach to training will be pre-recording the first 3 training segments.
 - i. PIT 101 Training Video is posted on the volunteer resource page and the jurisdiction lead page.
 - ii. Volunteer Guidance and Expectations Training Video: We have reached out to experts in the county to present the information for this video.
 - iii. We will also have videos of Mock Interviews for training purposes.
 - iv. Simtech has provided slides that provide an overview of each survey in the App and the Functionality of the Features. Those are also posted to both the volunteer resource page and the jurisdiction lead page.
 - v. Local Logistic Information will be included in the Counting Us App under My Count by updating Deployment Venter info and the Bulletin Board Section.
- c. Please note that the Train the Trainer session next week will cover the approach to providing local trainings in a method that works best for your volunteers.

- d. We know that some people will arrive at the meetup location without completing training. We will provide flyers that offer an overview of the content in each of the pre-recorded trainings.
- e. Questions and Discussion:
 - i. The PIT Planning Team asked about training reminders to volunteers. Simtech shared that each jurisdictional lead will be able to reach out to the volunteers with their training reminders.
 - ii. The PIT Planning Team also asked whether there will be people with lived experience to guide volunteers on the day of the PIT Count. Simtech explained that there are people with lived experience and outreach workers who have volunteered to participate in the PIT Count. Jurisdictional leads will be aware of that and can take that into account as they assign volunteers to teams.
 - iii. The PIT Planning Team asked whether each jurisdiction is responsible for training its volunteers or whether there will be a central training for all volunteers. Simtech explained that each jurisdiction will be responsible for training their volunteers but they will have the pre-made materials from Simtech to work from.

5. Testing the Survey in the Mobile App (Jackie)

- a. Please make sure that you have Counting Us App downloaded to your mobile device. The survey that has been approved by the PIT Planning Team has been uploaded.
- b. Jurisdictional leads should be running through the survey to test different scenarios. In response to questions from the PIT Planning Team, Simtech clarified that the data from survey tests will not impact the final results.
- c. Spanish language version still in progress of being updated.

6. Press Release Coordination (Jackie)

- a. There are discussions about coordinating press releases with other Continuums of Care and counties in the region.

7. Next Steps (Jackie)

- a. Finalize Known Location data this week
- b. Continue recruiting volunteers
- c. Train the Trainer Session will be on 1/8/24 for training volunteers.
- d. Scheduling of local training for volunteers
- e. Print friendly maps

8. Questions and Discussion

- a. The PIT Planning Team asked about the status of the sheltered count.
 - i. The HMIS team will be taking the lead on the sheltered count, which they conduct every year while the unsheltered count is only completed every other year with the support of volunteers. The HMIS team will be collected data in HMIS, which will include all of the required HUD data but will not include the additional survey questions that the community has added for the unsheltered count.

- ii. The PIT Planning Team inquired about requesting the non-HMIS shelters use the survey, however there are several barriers. The HMIS team has requested a single point of contact for the non-HMIS shelters to ensure that they receive all of the required information, and it would be extremely difficult to get the additional information and not just the HUD required information. While volunteers could be utilized, at this time we still need volunteers to complete the unsheltered count and we will likely not have extra volunteers to extend that coverage.
- b. The PIT Planning Team asked about how safe parking programs will be treated during the PIT Count and whether the occupants will be sheltered or unsheltered.
 - i. Simtech stated that safe parking is considered unsheltered if it's people in cars, per HUD. However, there is some guidance around whether an RV counts as "sheltered" or "unsheltered" in the HUD Guidance: <https://www.hud.gov/sites/dfiles/OCHCO/documents/2023-11cpdn.pdf>
 - ii. The HMIS team clarified that we'll have 3 programs that are considered shelter based on this HUD guidance. They are in HMIS and the HMIS team will be gathering that information.
- c. The PIT Planning Team asked about inaccessible or difficult to access encampments.
 - i. Simtech stated jurisdictional leads should be conscious of who is assigned, for example experienced outreach workers who know how to access the encampments. There will be the option of targeting them with outreach after the PIT Count, within the 7 days after the day of the count, if an encampment cannot be accessed.
- d. The PIT Planning Team asked about what will happen if there's bad weather the date of the PIT Count.
 - i. Simtech explained that once a date is set, it is extremely hard to move. So we will be conducted the PIT Count on January 25th whether it's rain or shine.

9. Adjourn