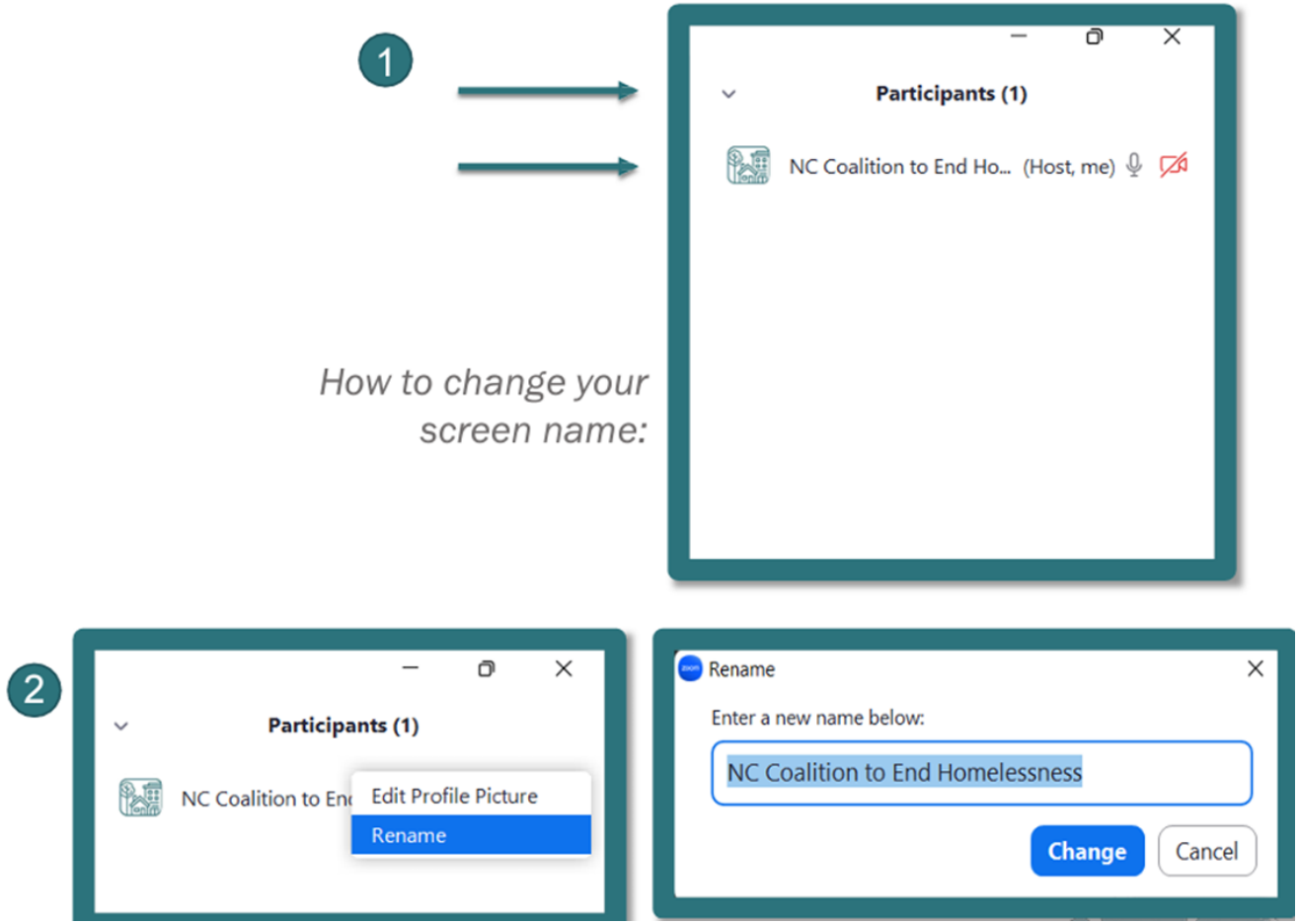


Unsheltered Access Coordinator Planning & Training

November 10, 2026

Roll Call

- We will conduct Roll Call for Regional UACs.
- All participants should enter their full names, so we can document their participation in the minutes.



Agenda



Agenda

- Unsheltered PIT Count
- Data Collection Form
- County-level Data Collection
- Volunteer Training Templates
- Reminders

Unsheltered PIT Count



Unsheltered Count

- Unsheltered household are counted through the regional by-name list – this is extremely important in your work of connecting households YEAR ROUND to coordinated entry!
- For an unsheltered household to be counted for the unsheltered PIT they must appear on the regional by-name list and have BOTH of the following:
  - A current living situation listed as a place not meant for habitation AND
  - A current living situation date of the date of PIT (usually the last Wednesday in January)

Unsheltered PIT Count

Three ways households can be counted for unsheltered PIT

1. Unsheltered household located on night of PIT and survey was completed with the household and they were entered into HMIS and the by-name list
2. Unsheltered household is currently on the by-name list and is contacted on the night of/day after unsheltered PIT and their current living situation is verified as place not meant for habitation for the night of PIT
3. Survey is completed with unsheltered household (up to seven days after PIT) and their sleeping location on night of PIT is confirmed as unsheltered

Unsheltered PIT Count Timeline

October & November

- Plan outreach, data collection, data input
- Recruit

December

- Review BNL for unsheltered households
- Outreach to unsheltered households on BNL

January

- Training on outreach, data collection, and data input

Unsheltered PIT Count Timeline

January 27

- PIT NIGHT
- Identify unsheltered households and collect data

January 27 – February 3

- Continue to identify households who were unsheltered on JANUARY 27 and collect data (through outreach and BNL review)

February 10

- All data for households who experienced unsheltered homelessness on JANUARY 27 is entered into HMIS



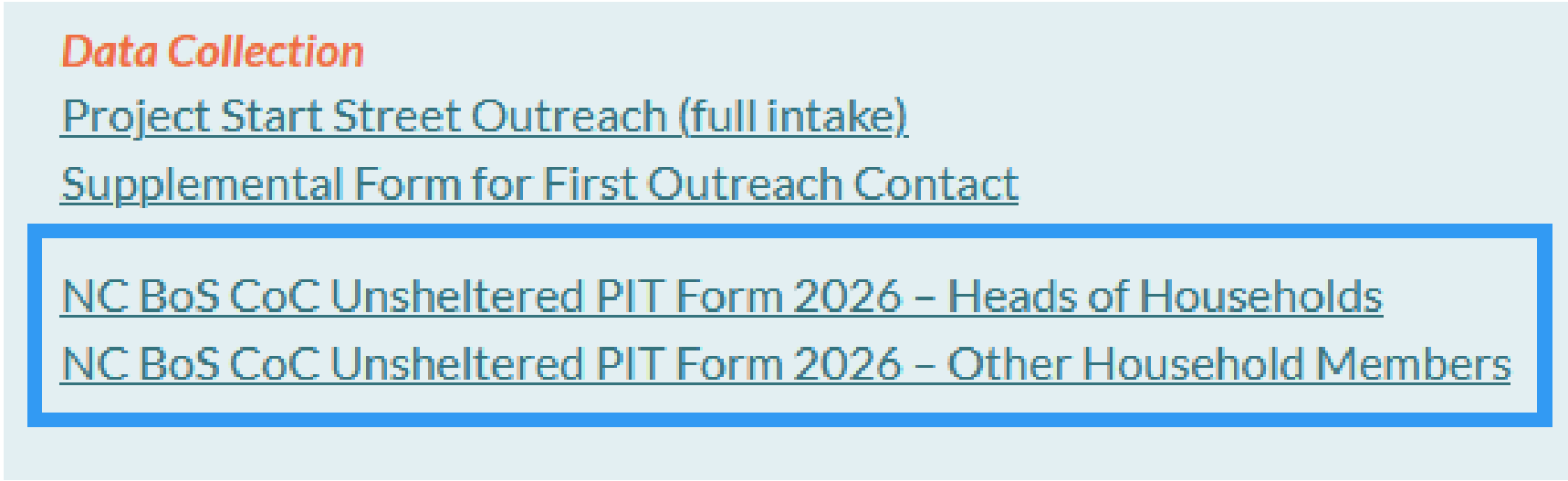
Data Collection Form



Updated Data Collection Form

Data collection forms for Unsheltered PIT are updated on the website.

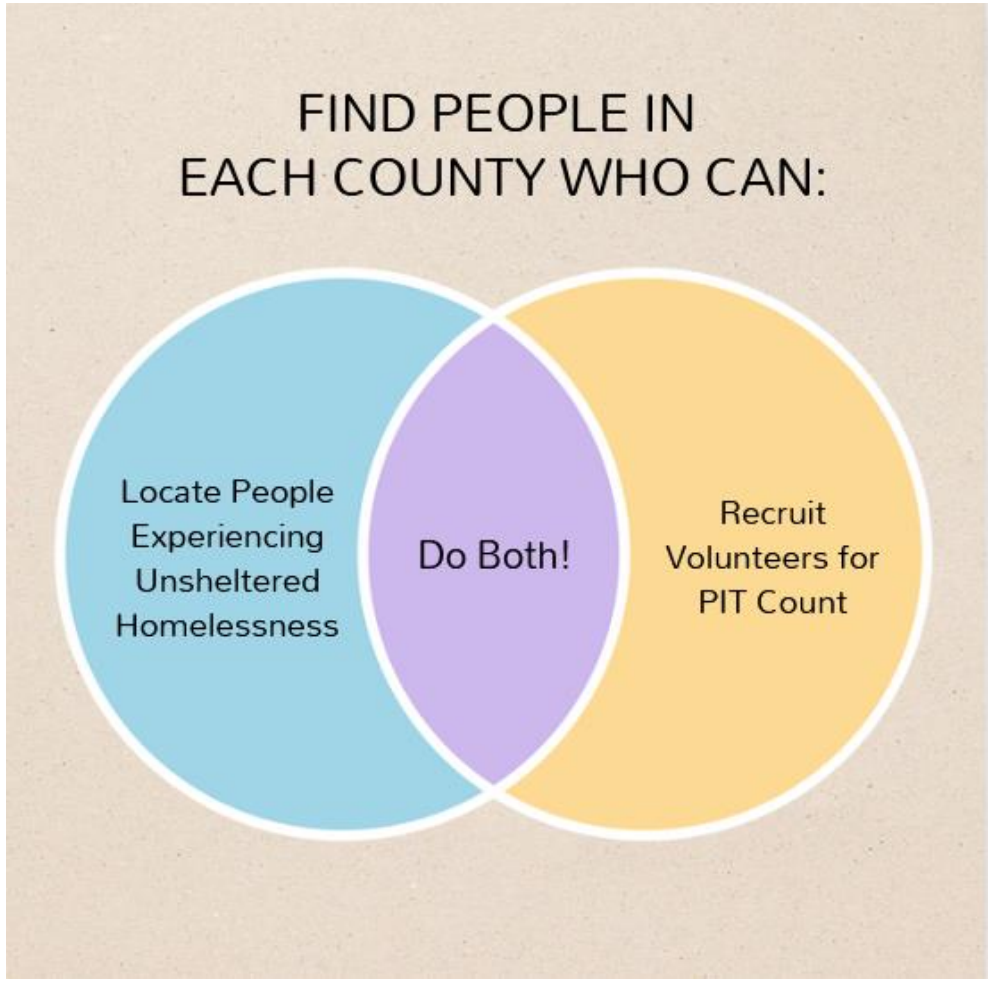
- Scroll down to "Unsheltered Access Coordinator", there are two PDF files,
- The "Other Household Members" form look different from the "Heads of Household" form



Discussion
County-level Data Collection



Regional & County Involvement



- Are you recruiting volunteers directly that you will train and supervise?
- Are you delegating volunteer recruitment, training and supervision?
- What materials are you creating/ sending/ using?
- What support do you need with materials, training, planning?
- Are you hosting events, or are other organizations hosting events?

Volunteer Training Templates



How are you training volunteers?

Does your training answer:

- **Who:** Who are we counting? Only people experiencing unsheltered situations on PIT night
- **What:** Annual Point in Time Count is a national effort to identify the full scope of homelessness in the country on a single night
- **When:** PIT night is 1/27 and we can ask people where they slept then for 7 days after (until 2/3)
- **Where:** Are volunteers picking up supplies? Where do they drop off completed surveys after?
- **Why:** It's required! It's also a way to get each county a local data reference and engage stakeholder/volunteers about the need
- **How:** Volunteers / service agencies conducting surveys



Reminders



Reminders

- Continue county-level planning for engagement
- Plan training for unsheltered data collection
- Next UAC Planning/Training: December 8 at 1 PM