

## 2020 Point in Time Checklist for Point-in-Time Coordinators

### Before the Point in Time Count:

- Inform police departments of count
- Assign volunteers to locations- ensure that volunteers doing unsheltered count locations are in teams of at least two people
- Develop a short resource list if possible, for region to distribute (shelters, food, medical/mental health services)
- Call/e-mail reminders to all service-based locations and shelters of the upcoming PIT count and what their responsibilities are

### Day/Night of the Count:

- Make yourself (and possibly others) available to support volunteers on day of count. Provide volunteers with more than one number to reach you if possible.
- Make sure that all volunteers are accounted for at end of count and arrangements were made to collect surveys in a timely fashion.
- Contact Grant Peters at IHCDCA for emergency issues on the night of the count/day after the count during surveying: [gpeters@ihcda.in.gov](mailto:gpeters@ihcda.in.gov) or 317-232-2872.
  - Please remember local and regional issues/concerns should be taken to your regions PIT coordinator first and elevated to IHCDCA if they cannot be resolved by your coordinator. For emergency issues/police requests on the day of the count, call 9-1-1 or your local non-emergency police phone number for assistance.

### After the Count:

- Coordinators** - Provide IHCDCA with a final list of surveyed sheltered, unsheltered and serviced-based locations by February 5<sup>th</sup>, 2020
- Organize all surveys by location and mail them to IHCDCA (Address: 30 S Meridian St. Suite 900 Indianapolis 46204) by February 5<sup>th</sup>, 2020 at the very latest.