

POINT-IN-TIME

Sample Timeline of Activities

Week, Jan 8-12

The annual PIT Homeless survey is 17 days away. Here are a few important steps that might have been taken by now:

- Participated in or reviewed You Tube Coordinator Training PPT
- Reviewed the 2018 Protocol
- Reviewed the Housing Inventory and added any new housing facilities
- Started recruiting volunteer interviewers/enumerators
- Recruited and scheduled any committees or focus groups (e.g. planning committee or focus groups of homeless youth, LGBT youth, veterans, etc.)

Week of Jan 15-19

10 days left to organize the Homeless Survey. If not already completed, these items should be finalized by the end of the week:

- Identify all outside or street canvassing sites after outreach to law enforcement, emergency shelters, PATH & others
- Team leaders designated and canvassing site assignments made
- Recruited volunteers and arranged or scheduled training for all
 - Some communities instruct volunteers to view the two You Tube videos for Survey Volunteers on their own while other communities bring volunteers together for a training & briefing session where volunteers practice the surveys, sign Confidentiality Forms, meet their fellow site team members, review their site assignments and coordinate transportation for the night of the survey.
- Volunteer Training continued

Week of January 22nd

3 days left to finalize preparations for the homeless survey this Thursday night.

All team leaders should be recruited and trained by now, know what their assignments are and receive adequate number of surveys prior to their embarking to canvassing sites Thursday evening. Some communities convene everyone early Thursday evening prior to starting the survey as a way of building group camaraderie, awareness and enthusiasm. It also provides an opportunity to ensure everyone has what they need and knows what they are doing, collect Confidentiality Agreements, answer any remaining questions and ensure that everyone is assigned to a team or a partner. And finally, it's a great time to practice the survey with each other one last time.