

Point in Time Count Snapshot

HUD Definition of Unsheltered Homelessness:

- ✓ A person is considered homeless if he/she resides in a place not meant for human habitation. Such places include cars, parks, sidewalks, abandoned buildings, etc.
- ✓ A person who drifts from residence to residence or is “doubled-up” is not considered homeless by this definition

Team leaders:

- ✓ Team leaders take responsibility for the data collection process for their county
 - Seek volunteers to assist with the count
 - Get volunteer release forms signed and sent in to MHDC
 - Delegate duties to volunteers
 - Coordinate donation distribution
 - Ensure that services are in place for the day/night of the count
 - Be the primary contact for volunteers in your area
 - Collect surveys and send to MHDC
 - Map out areas to conduct the count
 - Stay in contact with your regional coordinator

Completing the Survey Form:

- ✓ Please complete as much information as possible on the Survey Form
- ✓ Complete ONE form per individual/family
- ✓ If you cannot approach individual for the information, fill out what you can from a distance; i.e.– single or family, gender, location, description of clothing or other unique identifier to prevent duplicating numbers
- ✓ Do not put false information on the form

What to bring on the day/night of the count:

- ✓ Flashlight
- ✓ Cell phone (for emergencies)
- ✓ List of phone numbers (county leader, MHDC staff, and all other volunteers)
- ✓ Clipboard
- ✓ Plenty of pens
- ✓ Plenty of survey forms
- ✓ Detail on what areas you will be counting (maps, likely spots, etc.)
- ✓ Comfortable shoes
- ✓ Donated items to hand out
- ✓ Area resource list

Who to contact with questions/assistance:

- ✓ First get in touch with your County Leader for any questions
- ✓ If you still need assistance, contact one of the Balance of State Community Initiatives Coordinators at:
 - ✓ Mandy Fangmann (Central)> 816-759-7203 (o) 816-506-3180 (c)
 - ✓ Nathan Stock (North)> 816-759-7222 (o) 816-423-3403 (c)
 - ✓ Jenni Miller (South)> 816-759-6614 (o) 816-506-1100 (c)