

UNSHELTERED POINT-IN-TIME COUNT JURISDICTIONAL LEAD RESPONSIBILITIES

PRE-COUNT Activities Shaded in Light Blue

COUNT DAY Activities Shaded in Yellow

PRE-COUNT & COUNT Day Activities Shaded in Light Green

POST COUNT Activities Shaded in Gray

Responsibility	Phase	Dates	Status & Notes
<p>1. Support the identification of areas where people experiencing homelessness are commonly found.</p> <ul style="list-style-type: none"> a. Recruit various local experts, including outreach staff, service providers, law enforcement, etc., and encourage them to register for an account using the Volunteer Registration portal. b. During the planning stage of the count, community participants may submit Known Location Surveys to identify the locations where Persons Experiencing Homelessness (PEH) are known to be residing. A short video with details on how to identify known locations using Counting Us can be found here. c. Take inventory of your local Outreach Teams by clicking here, and share with them this guidance on how to identify known locations. 	PRE-COUNT	8/1 – 9/26	In Progress
<p>2. Participate in volunteer recruitment.</p> <ul style="list-style-type: none"> a. To facilitate this critical aspect of a successful count, Simtech offers packages for support with marketing the PIT and recruiting volunteers. Volunteers can notify of their intent to participate via the Volunteer Registration Portal which is customizable to local branding and community needs. Volunteers create a profile in which they provide their contact information and their volunteering capacity. Volunteers can specify details such as emergency contacts and safety information, areas they are available to canvas, and special accommodations they may need to participate. The volunteer registration portal automatically registers the volunteer with an account for Counting Us, in which the local 	PRE-COUNT	10/6/25 – 1/16/26	Not yet started, but volunteer recruitment materials have already been created.

count leaders can further assign roles and responsibilities.			
<p>3. Plan survey coverage and assign count teams to coverage areas.</p> <p>a. Within the Regional Command Center, Regional PIT Count Leads can create Count Teams and areas within their designated Regions that have been established by the CoC Count Admin. Additional information about this functionality can be found here.</p>	PRE-COUNT	9/12 – 10/31	Will occur after Jurisdictional Leads and County have confirmed the Regions from 2024
<p>4. Train volunteers to conduct surveys and provide guidance for the count...</p> <p>Jurisdictional leads should be prepared to answer the questions outlined below that surveyors may have. Training supports include “train-the-trainer” webinars, a video training series, support page, FAQs, and a virtual help desk.</p> <p>a. When is the count? b. How do I sign up for the count and select where I am willing to count? c. How do I use the app? d. Who is my Regional Count administrator? e. How do I contact my Regional Count administrator? f. Who is my Count Team leader? g. Where do I go? h. Who am I meeting with? i. How do I get help? j. What do I do when I am done canvassing my area? k. How much time should I reserve for participating in the count?</p>	PRE-COUNT	11/1/25 – 1/16/26	<p>Simtech in collaboration with View Consulting will provide Surveyor training. Jurisdictional Leads will receive a separate training so they can provide level 1 assistance to their count teams.</p> <p>[Meeting Link will be inserted here once it's prepared]</p>
<p>5. Logistics & Supplies Management</p> <p>a. The leader manages logistics, or recruit assistance for someone else to take on this role, to gather and distribute supplies. Supplies may include “getting started” flyers to walk through the usage of the app, print-friendly coverage maps, care kits, and gift cards.</p> <p>b. Collaborate with local organizations and for-profits to solicit items for the care kits.</p> <p>c. Arrange for transportation, if needed, for volunteers to cover designated areas.</p> <p>d. Establish communication channels among volunteers and teams with the aid of the tools found within the Command Center.</p>	PRE-COUNT	Date TBD	Ongoing

<p>6. Ensure volunteers have mobile app downloaded and correctly configured.</p>	PRE-COUNT AND COUNT DAY	1/9/26 – 1/16/26	Will be covered in both the Jurisdictional Lead Training Meetings AND in the Surveyor Trainings
<p>7. Provide support to volunteers during canvassing hours.</p> <p>a. Ensure Team Leads and Surveyors have contact information in case there are any unexpected questions while canvassing occurs.</p>	COUNT DAY	Date TBD	
<p>8. Monitor count results in real-time for integrity</p> <p>a. During the Count, Administrators and Regional Administrators oversee the process of verifying the integrity of incoming survey data to minimize errors and ensure accuracy. Quality control measures are implemented to identify and rectify inconsistencies.</p>	COUNT DAY	Date TBD	Will be covered in Jurisdictional Lead Trainings
<p>9. Assist in post-count data clean-up efforts, including outreach to surveyors.</p>	POST COUNT	2/6/26 – 4/17/26	Will be covered in Jurisdictional Lead Trainings

Important Meetings:

<p>WEEKLY TRAINING & CHECK IN MEETINGS DAY starting Month Day at Time Click here to join the meeting Meeting ID: Passcode:</p>	<p>WEEKLY OFFICE HOURS DAY starting Month Day at Time Click here to join the meeting Meeting ID: Passcode:</p>	<p>TRAIN THE TRAINER SESSION DAY, January X, 2026 TIME Click here to join the meeting Meeting ID: Passcode:</p>
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