

## *CoC Count Admin Role and Responsibility*

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A CoC Count Admin is responsible for coordinating and managing the Point-in-Time (PIT) count for a Continuum of Care (CoC) program. The PIT count is an annual event where communities across the country conduct a single-night count of both sheltered and unsheltered homeless individuals to gather data and information about the homelessness situation in their area. Please note that roles and responsibilities may vary slightly based on the specific CoC and local practices, but here are the typical responsibilities associated with this role:

1. **Coordination and Planning:** The CoC PIT Count Admin is responsible for overall coordination and planning of the Point-in-Time count. This involves working closely with various stakeholders including local government agencies, homeless service providers, community organizations, volunteers, and others.
2. **Scheduling and Logistics:** Organizing the logistics of the count, including determining the date and time for the count, assigning teams to cover different geographic areas, and ensuring that necessary supplies (such as survey forms, maps, and equipment) are available.
3. **Training:** Conducting training sessions for volunteers and staff involved in the count. This includes educating them on the purpose of the count, the survey process, safety protocols, and cultural sensitivity when interacting with homeless individuals.
4. **Data Collection and Quality Assurance:** Overseeing the accurate and consistent collection of data during the count. This involves ensuring that survey forms are completed correctly, data is accurately recorded, and quality control measures are in place to minimize errors.
5. **Outreach and Engagement:** Collaborating with outreach teams to engage with homeless individuals and families, encouraging participation in the count, and addressing any concerns or misconceptions.
6. **Reporting and Analysis:** Compiling the collected data and preparing reports for submission to relevant authorities, such as the U.S. Department of Housing and Urban Development (HUD) for funding purposes. This may also involve analyzing trends and patterns in the data to inform local homelessness strategies.
7. **Community Partnerships:** Building and maintaining partnerships with local organizations, government agencies, and community members to ensure a comprehensive and accurate count.
8. **Communication:** Keeping all stakeholders informed about the count's progress, any changes to the plan, and any challenges that arise during the process.
9. **Adherence to Guidelines:** Ensuring that the PIT count is conducted in accordance with HUD guidelines and standards to maintain data integrity and comparability across communities.
10. **Continuous Improvement:** Identifying areas for improvement in the count process and making recommendations for changes in subsequent years based on lessons learned and feedback from volunteers and partners.

It's important to note that these responsibilities may evolve based on changes in policies, guidelines, and community needs. For the most up-to-date and accurate information, I recommend reaching out to your local CoC or relevant authorities responsible for homelessness services in your area.