



Homeless People Count...

Homeless Families Count...

Homeless Children Count...

Homeless Veterans Count...



County Coordinator Check List

Communication

- Check in with Regional Coordinator
- Press release customized and distributed to local news media, see template: http://www.colorado.gov/cich/media_kit.htm
- Information on the count posted throughout county in locations where people who are homeless congregate
- Local Agencies contacted about helping with the count (if applicable):
 - BLM/National/State Forest Service Staff
 - Business Leaders
 - Centers for Persons with Disabilities
 - Churches & Faith-Based Organizations
 - Colleges and Universities
 - Colorado Nonprofit Organizations
 - Colorado Rural Health Network
 - County and Municipal Officials
 - Departments of Human/Social Services
 - Domestic Violence Shelters and Organizations
 - Family Centers
 - Food Pantries & Soup Kitchens
 - Healthy Community NPOs
 - Homeless Service Organizations
 - Hospitals and Medical Centers
 - Housing Authorities
 - Housing Development Organizations
 - Law Enforcement/Criminal Justice Institutions
 - Libraries
 - Local Retail Establishments (Restaurants, Bars and Department Stores)
 - Community Mental Health Centers
 - Migrant Service Agencies
 - Post Offices
 - Poverty Organizations
 - Public Health Service Clinics
 - School Districts
 - Substance Abuse Treatment Centers
 - Tribal Organizations

- United Ways
- Veterans Groups
- Workforce Centers
- Youth Organizations

Planning and Logistics

- Master list of locations per county to survey the homeless completed
- Survey locations/agencies contacted, and arrangements made to conduct surveys
- Numbers of volunteers per location determined
- Volunteers recruited
- Volunteers assigned locations and provided with location contact information
- Donation of incentives for survey completion solicited (food, gas card, grocery cards, gift cards, pet food, beverages, nutrition bars, personal hygiene products, etc.)
- Homeless individuals consulted about the count, suggestions incorporated into plan
- Accessed Count Website for resources
<http://www.colorado.gov/cich/pit.htm>

Training

- Attended Train the Trainer or regional training
- Training provided to all agency staff and volunteers participating in the survey process
- Training dates and attendance documented for submission to regional coordinator

Survey Distribution Plan Established

- Confirm local agencies can download the survey and customize agency, program name, city/town and county
http://www.colorado.gov/cich/survey_instrument.htm
- Determined number of surveys needed in English and Spanish
- Recruited native language speakers as interviewers
 - Number of Spanish speakers needed _____
 - Other language speakers needed _____
- Requested assistance with photo copies of surveys (double-sided) and Tracking Forms if needed from regional coordinator
- Customized *Day of the County Packets*
- Distributed *Day of the County Packets*
- Distributed surveys

Survey Collection

- ❑ Determined a process for collection of completed surveys and Tracking Forms
- ❑ Distributed process to all agencies and volunteers helping with the count
- ❑ Collected all completed, original surveys and Tracking Forms from local agencies and volunteers two days following the count
- ❑ Delivered all completed, original surveys and Tracking Forms to regional coordinator by September 5.
- ❑ If surveys are mailed, remind agencies to make photo copies (stapled) to hold until survey delivery is confirmed by the State