



## Explanation of 2010 Point in Time Count Forms

### 1 “2010 PIT Survey for UHMIS Agencies”

Who is counted:

Clients who are sheltered as of the Point in Time Count  
(Sheltered clients include emergency shelter and transitional housing.)

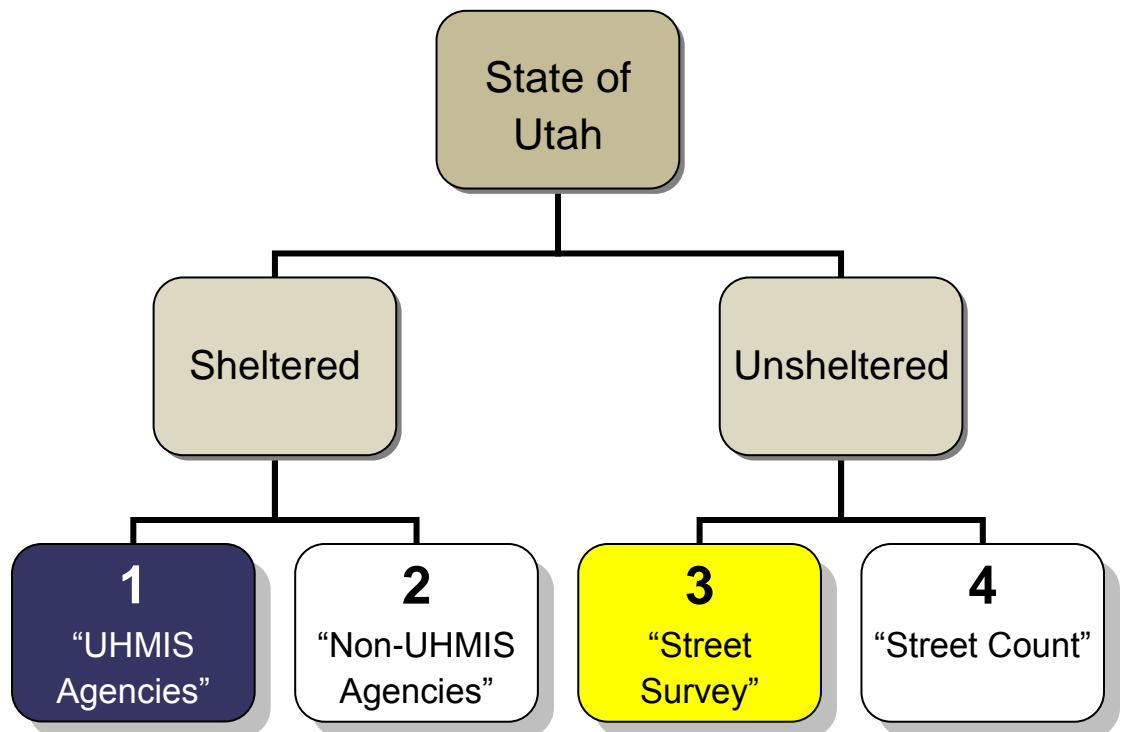
Who should use this reporting method:

Agencies that use the Utah Homeless Management Information System (UHMIS)

How count is conducted:

Agencies need to ensure that their data is current in HMIS as of the Point in Time Count. (Make sure all clients are exited and placed as appropriate.) Pull a report of your agency’s numbers and double-check they are correct. Make any necessary changes by Monday, February 8, 2010.

There is **nothing to submit** to Chelsea or the state, because **you have already entered the client data into**



**HMIS.** The state can access your numbers directly through HMIS. Form 1, also called “2010 PIT Survey for UHMIS Agencies” (available at <http://housing.utah.gov/programs/scso/training.html>) does NOT need to be completed. It’s just to inform agencies of the data that will be pulled by the state for the Point in Time Count. This form does NOT need to be completed by your agency nor turned in to anyone.

Examples of agencies that should this reporting method\*:

Community Action, Food and Care, Wasatch Mental Health, Housing Authorities

## 2 “2010 PIT Survey for Non-UHMIS Agencies”

### Who is counted:

Clients who are sheltered as of the Point in Time Count  
(Sheltered clients include emergency shelter and transitional housing.)

### Who should use this reporting method:

Agencies that do NOT use the Utah Homeless Management Information System (UHMIS) or who do NOT use UHMIS for all of their clients.

### How count is conducted:

Download form 2, also called the “2010 PIT Survey for Non-UHMIS Agencies” from <http://housing.utah.gov/programs/scso/training.html>. Complete the form as an agency and **submit the information on an online survey administered through SurveyMonkey** by Monday, February 8, 2010. The survey can be found at: <http://housing.utah.gov/programs/scso/training.html>.

### Examples of agencies that should this reporting method\*:

Center for Women and Children in Crisis, Peace House, Transient Services Office, St. Mary’s Episcopal Church, Alpine House, Papillion House

## 3 “2010 PIT Street Survey Form”

### Who is counted:

Clients who are unsheltered as of the Point in Time Count  
(Unsheltered means a place not meant for human habitation, or staying at the home of a family member, relative or friend)

### Who should use this reporting method:

All/any agencies that serve people who identify themselves as homeless.

### How count is conducted:

Download form 3, also called “2010 PIT Street Survey Form” (which is available in English and Spanish) from <http://housing.utah.gov/programs/scso/training.html> and print off copies on **BRIGHT YELLOW PAPER**. An **agency intake worker administers the paper survey to each client. Submit the completed surveys to Chelsea Ruiz** at United Way of Utah County (148 N. 100 W. in Provo) no later than 5:00 PM on Wednesday, February 3, 2010. Chelsea will mail the forms to the state.

### Examples of agencies that should this reporting method\*:

Agencies with walk-in clientele that come in for services such as the Department of Workforce Services, Community Action, Food and Care, Housing Authorities, Utah County Jail

## 4 “2010 PIT Street Count Form”

### Who is counted:

Clients who are unsheltered as of the Point in Time Count  
(Unsheltered means a place not meant for human habitation, or staying at the home of a family member, relative or friend)

### Who should use this reporting method:

Organizations that encounter persons who are homeless but who do not provide housing and/or homeless services.

### How count is conducted:

Download form 4, also called “2010 PIT Street Count Form” from <http://housing.utah.gov/programs/scso/training.html> and print off one copy per agency. Complete the form and submit to Chelsea Ruiz at United Way of Utah County (148 N. 100 W. in Provo) no later than 5:00 PM on Wednesday, February 3, 2010. Chelsea will mail the form to the state.

### Examples of agencies that should this reporting method\*:

Provo City Library, hospital Emergency Rooms, law enforcement

## Questions

If you have agency-specific questions regarding the Point in Time Count or the Mountainland Continuum of Care you can contact:

Chelsea Ruiz  
Local Homeless Coordinating Committee (LHCC)  
Representative for Mountainland Continuum of Care  
[cruiz@unitedwayuc.org](mailto:cruiz@unitedwayuc.org)  
(801) 691-5353

Myla Dutton  
Mountainland Continuum of Care  
[mdutton@communityactionuc.org](mailto:mdutton@communityactionuc.org)  
(801) 691-5250

If you have questions regarding UHMIS, state-wide collection of the data, or the final Point in Time Count report you can contact:

Jayne Day  
State Community Service Office  
[jday@utah.gov](mailto:jday@utah.gov)  
(801) 538-8800

ReAnne Hart  
Utah Homeless Management Information System  
[rhart@utah.gov](mailto:rhart@utah.gov)  
(801) 538-8882

\*Agencies may need to use more than one form/reporting method for their Point in Time Count numbers

Note: Permanent supportive housing will be reported via the Housing Inventory Chart that will be emailed to your agency to update.

December 15, 2009- Chelsea Ruiz