

### Count Task List with Deadlines Service Count

Task	Deadline
Identify service providers, organizations and agencies that serve homeless individuals and approach them about helping with the count	NOW
Publicize count and ask for service provider participation	NOW
Inform local officials and key leaders about count and obtain their endorsement	January 1 <sup>st</sup>
Approach any shelters that do not use HMIS about providing information for the count (including churches that provide vouchers)	January 1 <sup>st</sup>
Finalize list of service providers who agree to collect surveys	January 1 <sup>st</sup>
Identify key areas where homeless individuals that don't access services may be staying (talk with homeless individuals, police officers, outreach workers)	January 15 <sup>th</sup>
Distribute surveys and train service providers and volunteers	January 21 <sup>st</sup>
Secure participant incentives and distribute to participating service providers	January 24 <sup>th</sup>
Remind service providers to start collecting surveys	January 24 <sup>th</sup>
Publicize count to remind community and inform Homeless Individuals	January 24 <sup>th</sup>
Remind HMIS Shelter Providers that you need them to enter timely and accurate data for the night of January 25 <sup>th</sup>	January 24 <sup>th</sup>
Remind non HMIS Shelter Providers that they will need to collect information for the night of January 25 <sup>th</sup>	January 24 <sup>th</sup>

Collect information from non HMIS Shelter Providers, review for completeness and submit to Continuum Coordinator	January 29 <sup>th</sup>
Send teams out to survey individuals in known locations	January 29 <sup>th</sup>
Check in with Service Providers to ensure they are collecting surveys	January 29 <sup>th</sup>
Make sure HMIS Coordinator has reviewed the data with the HMIS Shelters for accuracy and completeness and transferred information to Continuum Coordinator	January 31 <sup>st</sup>
Collect surveys from Service Providers and Volunteers	February 12 <sup>th</sup>
Review surveys for completeness	February 14 <sup>th</sup>
Submit surveys to Continuum Coordinator for transfer to ORS	February 16 <sup>th</sup>