

Count Task List with Deadlines Street Count

Task	Deadline
Identify and plot known locations with assistance from outreach workers, police, homeless individuals, service providers, and neighborhood organizations	NOW
Divide County into street sweep areas, known location areas, and service based survey areas and divide into quadrants	December 23 rd
Finalize a time and strategy for the night of the count	December 23 rd
Inform local officials and key leaders about count	December 23 rd
Approach any shelters that do not use HMIS about providing information for the count	December 23 rd
Recruit Volunteers	December 23 rd
Obtain participant incentives through donations or local funding	December 23 rd
Finalize time and location for volunteer training	December 23 rd
Publicize count to remind community and inform homeless individuals	January 15 th
Develop volunteer team procedures, including safety precautions	January 15 th
Train volunteers and volunteer coordinators	January 22 nd
Remind HMIS Shelter Providers that they need to enter timely and accurate data for the night of January 25 th	January 22 nd
Remind non HMIS Shelter Providers that they need to collect information for the night of January 25 th	January 22 nd
Inform police of the plan for the count	January 22 nd

Coordinate volunteer team deployment from central location	January 25 th
Collect observation forms from volunteers and review for completeness	January 26 th
Note any problems/challenges that occurred during the count	January 26 th
Collect information from non HMIS Shelter Providers and review for completeness	January 29 th
Make sure HMIS Coordinator has reviewed the data with the HMIS Shelters for accuracy and completeness and transfers the data to Continuum Coordinator	January 31 st
Submit Forms and non HMIS Shelter data to Continuum Coordinator for transfer to ORS	January 31 st