

POINT IN TIME COUNT
Volunteer's Cover Sheet

Volunteer name: _____ Phone: _____

What agency are you working with? _____

How did you complete these surveys? (Check any that apply.)

In the field

On the phone

Other: _____

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SURVEY IMPORTANCE

In order to include a person in the Point-in-Time count, we must be able to substantiate that interview with a carefully filled-out survey. Regardless of any electronic data entry, if the paper survey is not turned in or filled out incorrectly, the homeless people represented on it are not included in the numbers we report. Having to eliminate surveys is really disheartening, because **EVERYONE COUNTS**. Help us prove it by filling out a paper survey thoroughly for all homeless.

SURVEY INSTRUCTIONS

- Complete all questions for every person. *If you cannot answer the question about where a person stayed last night, don't bother to fill out the rest of the survey. We can't count them. We also must have gender and race reported for every single person, even household members.*
- Filling in a specific age is not mandatory. However, it does help the data geeks do their job a little better. If you can get it, please put in a specific age.
- Put every household on a separate page. If you are interviewing a single person, only fill out one box of information and leave the rest blank. If you are filling out a survey for a whole family with more than six members, please check the "Multi-Page Household" box at the top right and make sure the pages stay together. Filling out the count of people in the household also helps us make sure we've got the correct two or more pages together.
- You may encounter situations that are not clear. For example, if you find someone living in an apartment without utilities (electricity, water, gas), just make a note on the page. Is this person unsheltered? Should you count them? We will figure it out for you as long as you leave us notes!
- If a person is staying in a hotel paid for by a church or charitable organization, we can definitely count them. Please make a note of the person/church/agency who paid for the stay in the blank next to "Hotel paid for by" so that we can contact them and maybe even help that agency out in the future. A phone number or the name of a point of contact would be really helpful here.
- For Disabling Conditions, a box should only be checked if the problem is chronic and aggravated by a lack of housing. For example, "I have a drink about once a month," is not sufficient to check the box for Severe Chronic Substance / Alcohol Abuse. When in doubt, leave notes, and we'll figure it out for you.