**What is the CT Point in Time (PIT) Count?**

Each year CT counts all people experiencing homelessness as defined by HUD and reports that data to HUD.

**When is the 2025 CT PIT Count?**

2025’s count is Tuesday night, 1/28/25. HUD requires that the count be conducted for a single night during the last 10 days of January each year.

**Who is counted?**

HUD has strict rules about who must be and may not be counted.Only people who stayed in one of these places on the night of 1/28/25 can be counted:

* A place not meant for human habitation, like a vehicle, tent, park, train station, or abandoned building
* An Emergency Shelter, Transitional Housing, or Warming Center

People who spent the night with friends or family, or in a hospital, jail, emergency room, or rehab cannot be counted.

**How can I help make sure all people experiencing unsheltered homelessness are counted?**

People living unsheltered should be connected to a Street Outreach or Youth Navigator Program.

For PIT purposes, there are 2 defined groups for data entry processes:

* Group 1: All Homeless Management Information System (HMIS)-participating Street Outreach Programs, including PATH, plus Youth Navigator Programs:
  + Steps to take:
    - See the person on the night of the count or speak to them within 7 days after the count to verify where they slept on 1/28/25. You cannot assume where the person slept.
    - Complete a [Current Living Assessment (CLA)](https://cthmis.com/wp-content/uploads/2023/08/Unshelterd-HMIS-Participating-Current-Living-Situation-Assessment-2022-2023.pdf) in HMIS for the person for the night of 1/28/25 indicating where the person slept on that night by **2/4/25**.
* Group 2: Non-HMIS Street Outreach – entering data using the Smart Sheet Intake:

These Non-HMIS Programs will use the Smart Sheet Intake Form created by Beau – as in the 2024 Count:

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Description automatically generated

* + Steps to take:
    - Some are entering data onto Smartsheets. Steps for Smartsheet users are:
      * See first bullet above under Group 1, steps to take (See the person . . . ).
      * Complete data entry into the Smartsheet in enough detail to de-duplicate (first & last names, Date of Birth & Social Security #, for the person on the night of 1/28/25 indicating that the person slept in an unsheltered situation on that night by **2/4/25**.
      * Email Jim at Nutmeg (jim@Nutmegit.com) that the Smartsheet data is ready by 2/4/25.
      * Once reviewed & de-duplicated by Nutmeg, go in & confirm the data in [PIT Database](https://cthmis.com/pit/) within 48 hours of receipt.
    - Outreach teams may come upon people experiencing homelessness on 1/28/25, who are not known to be involved in any street outreach program. To count them:
      * Obtain as much of the information under the 2nd bullet above (first and last names, etc.) and send it to the appropriate CAN Outreach Contact on the next page so that they can be counted.

If there are any programs/staff doing Street Outreach work who are not currently coordinating with their local CANs, please give them the information for the CAN Contact on p. 2 of this document to arrange PIT data collection.

**What should staff at Street Outreach and other unsheltered programs do to get ready for the count?**

Data clean up:

* Ensure all active clients are enrolled in HMIS & have a CLA completed within the past 90 days.
* Ensure clients no longer receiving services are exited from the program in HMIS.

Webinar:

* Staff from Street Outreach, Warming Centers without beds, cots or mats, and Youth Navigator Programs must attend the [**Unsheltered PIT Training on Thursday**](https://nutmegit.zoom.us/webinar/register/WN_dTN7XUqqRm-4sQamOb6lrg)(click link to register), **January 9th** at 10 a.m. to ensure you have the information needed.
* If you wish to be added to the email distribution list for PIT emails, contact Jim at [Jim@nutmegit.com](mailto:Jim@nutmegit.com).

**Where can I get more information?**

You can find information about CT’s 2025 PIT Count on the [CT HMIS PIT webpage](https://cthmis.com/pit/).

CAN Outreach Contacts

Eastern

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Greater New Haven

Kelly Fitzgerald [kfitzgerald@uwgnh.org](mailto:kfitzgerald@uwgnh.org)

Hartford / Central

Sarah Pavone [Sarah.pavone@journeyhomect.org](mailto:Sarah.pavone@journeyhomect.org)

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Northwest / Fairfield

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