



2025-2026 Unsheltered Training

Unsheltered Programs: Street
Outreach/Warming Centers

Agenda

- Introductions & Agenda
- Roles & Responsibilities
- Program Overview
- Unsheltered Count Process and Data Clean Up
- PIT Database Demo
- Key Dates
- Contact Info/Reference Links
- Questions



Important Contact Information

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Roles and Responsibilities

Project Management – PIT Leadership Team

Database Support – Nutmeg

Program List Confirmation/Review

- CTBOS: Housing Innovations
- ODFC: The Housing Collective

Current Living Situation Assessment Confirmation Monitoring

- Regional Coordinators
- CTBOS and ODFC



Federal Requirements for Counting People Experiencing Homelessness & Inventory

Purpose of Counts

- **HIC (Housing Inventory Count):** Count units & beds dedicated to community members experiencing homelessness.
- **PIT (Point-in-Time Count):** Count individuals experiencing homelessness in sheltered & unsheltered spaces. (not meant for human habitation).

Timing of Counts

- **HIC:** Starts now; adjustments for unknown/unexpected changes for 1/27/26
- **PIT:** Conducted within the last 10 days of January. CT PIT count on **1/27/2026**.

Areas of Focus

- **HIC:** Count available units & beds in housing programs (HMIS and Non-HMIS)
- **PIT:** Count total households & individuals in those units/beds on 1/27/26.

Federal Requirements for HIC & PIT (2)

Importance of the Counts

- Snapshot of Homelessness: Provides annual insights into homelessness trends.

Ultimate goal

- Determine federal funding and resource allotment/eligibility for Connecticut.



Overview

The Point in Time (PIT) counts people experiencing homelessness within each Continuum of Care's geographic region.

Populations included in PIT:

- Emergency Shelter (ES)
- Transitional Housing (TH)
- Safe Haven (SH)
- Unsheltered Situations
 - Street Outreach (SO)
 - Youth Navigator

The HIC includes a people count for each program.

Populations included in HIC:

- ES, TH, SH
- Rapid Rehousing (RRH)
- Permanent Supportive Housing (PSH)

Overview Continued

Unsheltered = people living in places not meant for human habitation, for example, outside, in bus stations, in cars, etc.

RRH and PSH = Programs considered permanent housing

- Participants are counted and reported to HUD
 - Fewer demographics reported
 - No longer considered to be experiencing homelessness

Unsheltered Count



HMIS Participating Agencies - rely on HMIS to review & confirm data so it reports correctly in the PIT Database



Current Living Assessment Due Date 2/3/2026



Non-HMIS Warming Centers and Outreach Programs will use the Smart Sheet form.



The Smart Sheet forms Due Date 2/3/2026


Unsheltered Point-in-Time Count: Outreach Strategies

Sarah Pavone, Journey Home, and Paul Lipp, Catholic Charities of Fairfield County

Roadmap

- Data Clean Up
 - Coordinating Outreach Coverage
 - Rural Challenges & Best Practices
 - Outreach Supplies & Safety
 - Questions for each Community
-

Data Clean Up



Generic
Enrollments now
automatically close
after 90 days of no
documented
services!

HMIS

1. Run Current Living Situation Reports
2. Review Program Enrollments for all SO programs
3. Who's missing?

Smartsheets

1. Review Shelter Priority Lists
 2. Data match SPL to By Name List
 3. Outreach Referrals
-

Coordinated Outreach



- Identify Regional Lead and a Team Lead within your agency
- Identify known locations/encampments and “hot spots”
- Strategically plan for Street Outreach providers’ locations and schedules

Rural Challenges & Best Practices

Rural communities face challenges associated with counting unsheltered households in hard to reach or unknown locations with minimal resources



- ★ Establish and/or expand partnerships with municipal and community partners such as law enforcement, McKinney Vento Liaisons, and Libraries.
- ★ Consider an event or “pop up” with basic needs resources during the PIT count
 - Establish relationships with those who can identify unsheltered households in communities where canvassing isn't feasible
 - Educate these partners about the PIT Count and stay in communication during the lead-up
 - In some cases, these partners may be able to verify living situations on night of PIT.
 - Includes municipal social services/human services depts., police depts., hospitals, McKinney-Vento liaisons, volunteer-run CW shelters

Outreach Supplies & Safety

Supplies: flashlights, vests, ID badges, clipboards, pens, maps, first-aid kits.

Communication: cell phones, shared locations, emergency contact list.

Survey tools: paper intakes/releases, mobile Engage app, or PIT approved survey form.

Basic Need Support: Socks, food, hygiene supplies, wound care kits, etc.

Harm Reduction: Safe use supplies, tents, thermal blankets, Narcan

Transportation: Ability to transport or access to Uber/ride share if able to divert or transfer to shelter

Questions for Each Community

Who is your regional lead for PIT? Is there a communication plan?

Who are the providers in your community who are not connected to the CAN/HMIS-participating?

Who are the individuals who are likely unsheltered but may not be engaged in services?

What are the locations/hotspots that would most benefit from boots-on-the-ground on the night of the PIT? Which provider will be there and when?

What hybrid approach can maximize accuracy and efficiency?



PIT Database Demonstration





PIT App Training: Information Page

CTHMIS PIT Information Page

<https://cthmis.com/pit/>

The screenshot shows the CTHMIS website interface. At the top left is the 'CT HMIS Measuring Success' logo. A search bar is located to the right of the logo. On the far right of the header are two buttons: 'Support' and 'Launch CT HMIS'. Below the header is a navigation menu with links: Home, About, News, Programs, Training, Resources, Support, Point-in-Time Count (which is underlined), By Name List, and HMIS Data. The main content area has a light blue background. On the left, there is a section titled 'Point-in-Time Count - 1/27/26' with a paragraph of text explaining the PIT count and a button labeled 'Point-in-Time Application Login'. On the right, there is a dark blue box titled 'PIT Quick Links' containing four links: 'PIT Dashboard', 'PIT App Login Guide', 'Report Archive', and '2025 PIT Report'.

CT HMIS Measuring Success

Search...

Support Launch CT HMIS

Home About News Programs Training Resources Support Point-in-Time Count By Name List HMIS Data

Point-in-Time Count - 1/27/26

The Point-in-Time (PIT) count is a count of sheltered and unsheltered people experiencing homelessness on a single night in January. HUD requires that Continuums of Care conduct an annual count of people experiencing homelessness who are sheltered in emergency shelter, transitional housing, and Safe Havens on a single night. Continuums of Care also must conduct a count of unsheltered people experiencing homelessness every other year (odd numbered years). Each count is planned, coordinated, and carried out locally.

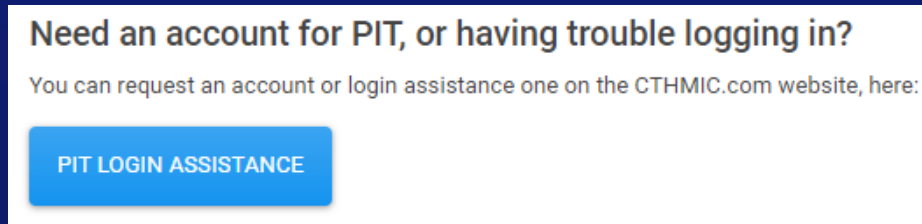
Point-in-Time Application Login

PIT Quick Links

- PIT Dashboard
- PIT App Login Guide
- Report Archive
- 2025 PIT Report

PiT App Training:

Submit a help desk ticket button on the PiT login page - This button will be for any login issues or to register as a PiT DB user.



Clicking on the button will bring you the ticket submission form



PIT App Training:

Unsheltered HMIS Programs

- All HMIS Outreach programs can run their own “Missing Current Living Situation Assessment” Report.
- From the Right-side menu, in the Point-In-Time Reports section
- Click on the Missing CLA report

Reporting

Point-In-Time Reports - Common

- HDX Homeless Populations (XLSX): [CT-503](#) | [CT-505](#)
- HDX Homeless Populations - CT-503 by sub-CAN (XLSX): [Greater Bridgeport](#) | [Greater Norwalk](#) | [Greater Stamford](#) | [Danbury](#) | [Meriden](#) |
- HDX Homeless Populations - CT-505 by CAN (XLSX): [Central CT](#) | [Greater Hartford](#) | [Meriden](#) | [Essex County-Wallingford](#) | [\(Retired\) East](#) | [\(Retired\) Southeastern \(SECT\)](#) | [West](#) | [Greater New Haven](#) | [Eastern](#)
- CoC [Program](#) Occupancy Report - BOS
- Pop Year [Year](#) Comparison Report - CT-505
- Missing CLA within 90 days of PIT - Your Orgs

ProgramId	ProgramName	ClientId	EnrollmentId	LatestCLA
3073	CCFC-FFLD CAN Homeless Outreach(DMHAS)(SO)	13699	770166	9/30/2024
3073	CCFC-FFLD CAN Homeless Outreach(DMHAS)(SO)	141911	772268	10/16/2024
3073	CCFC-FFLD CAN Homeless Outreach(DMHAS)(SO)	156009	769769	9/23/2024
3073	CCFC-FFLD CAN Homeless Outreach(DMHAS)(SO)	246164	775757	10/22/2024
3073	CCFC-FFLD CAN Homeless Outreach(DMHAS)(SO)	353672	771368	10/8/2024
3073	CCFC-FFLD CAN Homeless Outreach(DMHAS)(SO)	35391	773247	10/22/2024
3073	CCFC-FFLD CAN Homeless Outreach(DMHAS)(SO)		770368	10/15/2024
3073	CCFC-FFLD CAN Homeless Outreach(DMHAS)(SO)		771159	
3073	CCFC-FFLD CAN Homeless Outreach(DMHAS)(SO)		774659	10/15/2024
3073	CCFC-FFLD CAN Homeless Outreach(DMHAS)(SO)	35641	775536	10/21/2024
3073	CCFC-FFLD CAN Homeless Outreach(DMHAS)(SO)	357271	778930	

PIT App Training:

Unsheltered HMIS and Non-HMIS

- Similar to the count process last year, HMIS participating SO programs will be using the HMIS Current Living Situation Assessment
- The Head of Household for each client record will need the following to be counted on the night of PIT:
 - Open program enrollment
 - Current Living Situation Assessment dated for the night of the PIT count
 - A homeless setting selected as the current living situation

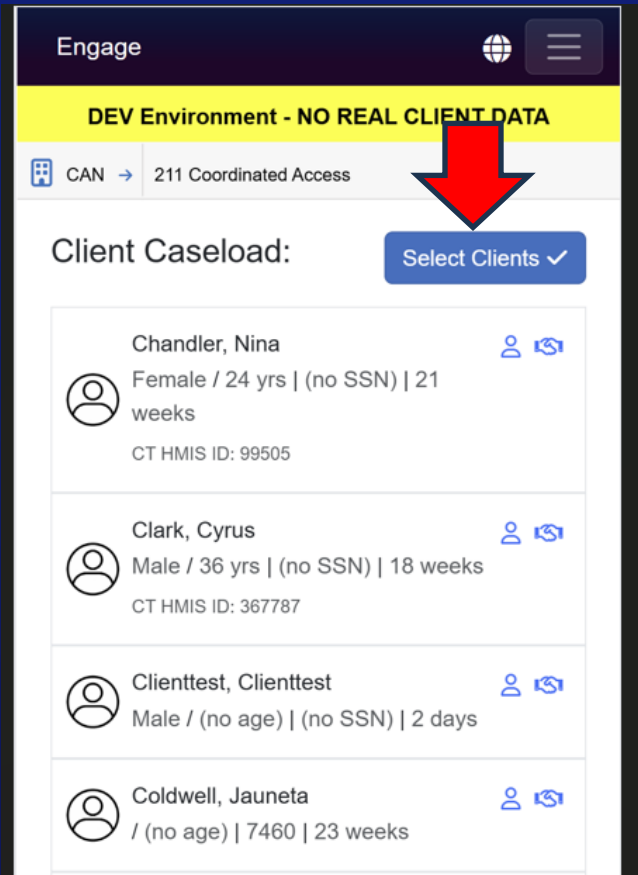
PIT App Training:

Unsheltered HMIS and Non-HMIS

- New for the 2026 Count:
 - All of the DMHAS funded Outreach programs using the Engage Mobile App will have the option of doing the CLA in the App
 - There has been a bulk CLA feature added to the mobile app
 - Users will see their client list in the app and be able to multi-select client records who have same CLA situation
 - Users can then assign the same CLA to a group clients all at once vs. going into each record.

PIT App Training: Unsheltered - Mobile App

1. From the mobile app, go to your caseload
2. Click on 'Select Clients' to activate the client list
3. Click in the check box to select the clients who will have the same CLA situation
4. Click on location to open the CLA screen



Engage

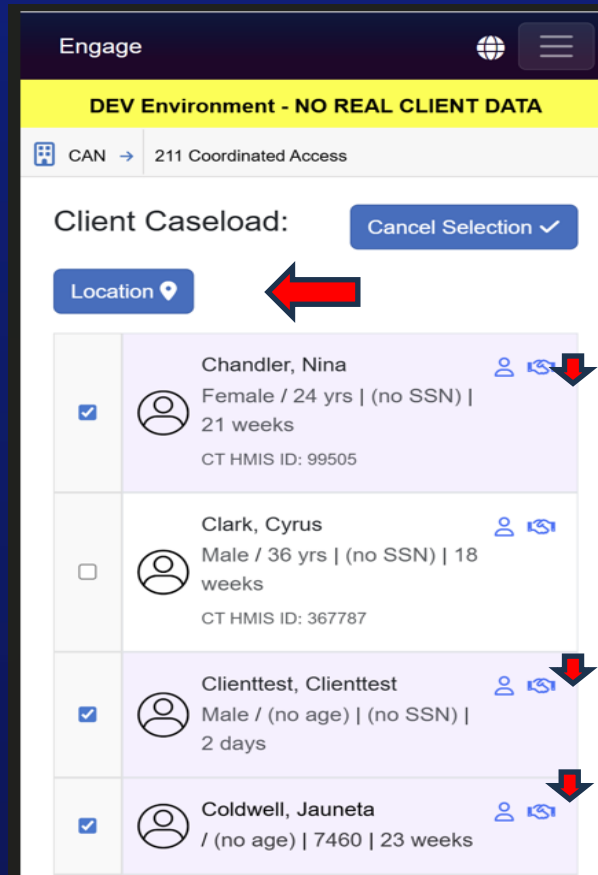
DEV Environment - NO REAL CLIENT DATA

CAN → 211 Coordinated Access

Client Caseload:

Select Clients ✓

	Chandler, Nina Female / 24 yrs (no SSN) 21 weeks CT HMIS ID: 99505	
	Clark, Cyrus Male / 36 yrs (no SSN) 18 weeks CT HMIS ID: 367787	
	Clienttest, Clienttest Male / (no age) (no SSN) 2 days	
	Coldwell, Jauneta / (no age) 7460 23 weeks	



Engage

DEV Environment - NO REAL CLIENT DATA

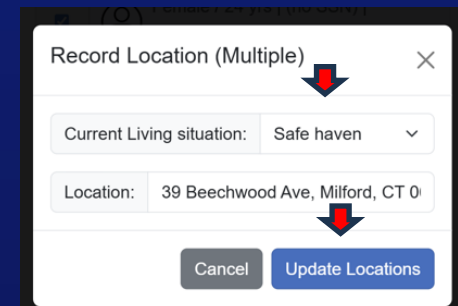
CAN → 211 Coordinated Access

Client Caseload: Cancel Selection ✓

Location

<input checked="" type="checkbox"/>	Chandler, Nina Female / 24 yrs (no SSN) 21 weeks CT HMIS ID: 99505	
<input type="checkbox"/>	Clark, Cyrus Male / 36 yrs (no SSN) 18 weeks CT HMIS ID: 367787	
<input checked="" type="checkbox"/>	Clienttest, Clienttest Male / (no age) (no SSN) 2 days	
<input checked="" type="checkbox"/>	Coldwell, Jauneta / (no age) 7460 23 weeks	

5. This will open the location screen
6. Select the CLA situation to assign to each of the client records



Record Location (Multiple) ✕

Current Living situation: Safe haven

Location: 39 Beechwood Ave, Milford, CT 0

Cancel Update Locations

PIT App Training: Unsheltered - Mobile App










7. The location field will reflect your location when completing the CLA.
8. This can be edited in each client record separately if needed but is not required if you do not know the client's actual physical location




9. If you need to edit the CLA or location, just click on the client tile in the client list
10. Scroll down to the CLA edit field and click the pencil

DEV Environment - NO REAL CLIENT DATA


CAN → 211 Coordinated Access




Client Caseload: [Select Clients ✓](#)

 <p>Chandler, Nina Female / 24 yrs (no SSN) 3 seconds CT HMIS ID: 99505</p>	 
 <p>Clark, Cyrus Male / 36 yrs (no SSN) 18 weeks CT HMIS ID: 367787</p>	 
 <p>Clienttest, Clienttest Male / (no age) (no SSN) 3 seconds</p>	 

 Clienttest Clienttest  

Gender: Male
Race: Black or African American
SSN Last 4:
First Date of Engagement: 9/17/2025
Last Date of Engagement: 9/19/2025
Description:
[Contact Info](#)
[Pets / Service Animals](#)
Pets: No
Service Animals: No
[Assessment Info](#)
Current Living Situation: Safe haven
Veteran: No
[Engagements](#)
[New Engagement](#)

[Engagements](#)  Case Notes

Date: 9/19/2025 2:51:58 PM
Status: Completed   

Location: 39 Beechwood Ave, Milford, CT 06460, USA
Current living situation: Safe haven

PIT App Training:

Unsheltered - Mobile App

11. You can edit the CLA and/or the location

12. All completed events will show with the green bar next to the client record in the list

Client Contact Status: - Select -

Current Living Situation

Living situation: Safe haven

Living situation started: 09/19/2025

Services

Select a Service

Added Services:

Case Note [+ New Case Note](#)

Case Note Summary:

Case Note:

Current Location

Location: 39 Beechwood Ave, Milford, CT 06461

Location Category: - Select -













[Save & Update Engagement](#) [Delete](#)

Engage

DEV Environment - NO REAL CLIENT DATA

CAN → 211 Coordinated Access

Client Caseload: [Select Clients ✓](#)

	Chandler, Nina Female / 24 yrs (no SSN) 7 minutes CT HMIS ID: 99505	 
	Clark, Cyrus Male / 36 yrs (no SSN) 18 weeks CT HMIS ID: 367787	 
	Clienttest, Clienttest Male / (no age) (no SSN) 7 minutes	 
	Coldwell, Jauneta / (no age) 7460 7 minutes	 

PIT App Training:

Unsheltered HMIS and Non-HMIS

Similar to the count process last year, Non-HMIS participating SO programs will have access to the Smart Sheet data collection form.

This form will allow the user to enter the necessary data to populate the PIT tables as well as de-duplicate based on client records who have already been counted.

If you are new to the PIT process, then I will need to know the user information

- First, Last and Email
- Name of SO program



PIT App Training: Unsheltered HMIS and Non-HMIS

If there is a new SO program that is not currently listed in the PIT App, then I will need the program set up sheet to be completed and submitted.

To obtain the program set up sheet, please email our help desk:

Help@nutmegit.com



PIT App Training:

Unsheltered HMIS and Non-HMIS

Non-HMIS SO/Warming Centers:

- DOH Warming Center programs and Outreach programs will use the same smart sheet data entry form as last year.
- The user will need to provide as much information as possible in order to assess for duplicate records
- Once complete we will import the data into the PIT database for you. The deduplication will be automated so only the unduplicated data will populate the PIT tables
- Your job will be to simply confirm the counts for you program in the PIT database once the import is complete



PIT App Training: Unsheltered HMIS and Non-HMIS

Similar to previous counts:

- We will be cross referencing the BNLv2 Chronic Homeless client data against the PIT App confirmed homeless on the night of the count data
- If a person is counted as Chronic on the BNLv2 but is not showing as meeting the homeless requirements for then night of the count, then that person will not be counted among the Chronic Homeless on the night of PIT

Important Dates & Resources

10/7/2025: Begin evaluating the 'missing Current Living Assessment (CLA)' report, and maintain up to date program enrollments (enter/exit as appropriate)

- Shows program participants who haven't had a CLA completed within the past 90 days
- Recommend entering a CLA for all participants still active in the program to confirm enrollments are up-to-date
- Begin your community PIT Plan: Answer questions on slide 16

1/14/2026: Ensure CLAs & Client Lists are up-to-date & finalize community plan

1/27/2026: Night of Count

1/27 evening - 2/3/2026: Cannot assume you know where a person slept on 1/27/25.

- Must see and/or speak with them to confirm where they slept on that night
- Determine sleeping location on 1/27/26, completing CLAs for 1/27/26 as you go

2/3/2026: Data Entry deadline



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PIT Resource Page:

<https://cthmis.com/pit/>

Questions

