

2015 San Luis Obispo County Homeless Census and Survey Project Plan

ACTIVITIES	LEAD	DATE
Homeless Census		
1. Finalize deployment and training plans		
a. Finalize deployment locations	ASR	12/15/14
b. Finalize training schedule and locations	ASR	12/15/14
c. Create flyer for trainings	ASR	12/15/14
2. Volunteer Recruitment		
a. ASR will update volunteer sign up page	ASR	11/28/14
b. ASR will send volunteer flyers and postings	ASR	11/28/14
c. Work on recruiting volunteers	ALL	Ongoing
d. Forms and online training posted online	ASR and County	12/15/14
3. Homeless Guide Recruitment		
a. Finalize recruitment numbers per provider and region	ASR	12/12/14
b. Identify subpopulation specialists with assistance from service providers (vehicles, encampments, outlying areas, etc.)	ALL	Begin 11/24/14 finalize by 12/15/14
c. Communication with service providers about upcoming count and their involvement	ALL	Ongoing
4. Youth Count		
a. Meetings with youth count partners	ASR	TBD
b. Youth count guide and volunteer recruitment plan (for entire county)	ASR and County	TBD
5. Finalize Deployment Strategy		
a. Create 2010 census tract maps	ASR	12/15/14
b. Finalize specialty teams	ALL	1/9/15
6. Determine data capability of the COE and the reliability of the data from the COE		
a. Meet with COE	ALL	TBD
b. Deliver data collection tool to COE	ASR	TBD
c. Collect relevant data from COE	ASR	TBD
7. Shelter Count		
a. Meet with Administrators	ASR	11/28/14
b. Update shelter count instrument	ASR	11/28/14
c. Data from HMIS to ASR	ASR	2/2/15
d. Submit Shelter Count for validation	ASR	2/13/15

Homeless Survey		
8. Finalize Survey Instrument		
a. Create Draft 1	ASR	11/12/14
b. Review draft 1 of survey	County	11/12/14
c. Draft 2 of survey	ASR	11/24/14
d. Review Draft 2 of survey	Committee	TBD
e. Create Draft 3	ASR	12/12/14
f. Finalize survey training location and times	ASR	11/30/14
g. Finalize Survey instruments	ALL	12/12/14
h. Finalize initial survey sampling strategy	ASR	12/12/14
i. Complete training and begin surveying	ASR	1/28/15-2/28/15
Reporting		
9. Draft #1		
a. Draft 1 submitted by ASR	ASR	5/15/15
b. Draft 1 comments by Committee	Committee	5/29/15
10. Draft #2		
a. Draft 2 submitted by ASR	ASR	6/5/15
b. Draft 2 comments by Committee	Committee	6/12/15
11. Final Draft		
a. Final draft submitted by ASR	ASR	6/17/15