



Registry Week 101

- How to Conduct a Registry Week in Your Community

This Session will Answer the Questions:

- What is the 20,000 Homes Campaign?
- What is a Registry Week?
- How does my community conduct a Registry Week?
- How can my community conduct a coordinated Registry Week and Point in Time count?

- We will have time for Questions at the end of the session, so...
- Please write down your questions throughout the presentation

Ending Homelessness in Canada

The 20,000 Homes Campaign

What is the 20,000 Homes Campaign?

- A national movement of communities to permanently house 20,000 of Canada's most vulnerable homeless people by July 1, 2018
- A grassroots, non-partisan advocacy effort to build public support for ending homelessness and political support for renewed federal and provincial investment in housing and support services
- Inspired by the successful 100,000 Homes Campaign in the United States, but adapted to work in a Canadian context

Core Principles of the 20,000 Homes Campaign

Knowing Every Homeless Person by Name

Implementing Housing First

Using Data to Track Our Progress

Improving Housing Placement & Building a Coordinated System

Learning from Other Communities Across Canada

Advocating for Resources

Registry Weeks for the 20,000 Homes Campaign

What is a Registry Week?

What is a Registry Week?

- A kick-off event to bring the 20,000 Homes Campaign to your Community
- A proven intervention, developed and tested in the 100,000 Homes Campaign
- A week long community effort to learn every person experiencing homelessness by name
- A mechanism to collect actionable data on people currently experiencing homelessness & plan for moving them into permanent housing

What Does a Registry Week Look Like?

SAN DIEGO REGISTRY WEEK VIDEO

How Do I Do a Registry Week in My Community?

Registry Week Mechanics

Convene Leadership Team



Determine Survey Locations



Recruit Volunteers



Line Up Housing Supply



Secure Space and Supplies

Volunteer Training

Surveying

Data Entry

Community Debrief



Where can I find support for
planning my Registry
Week?

Registry Week: How do I do it?



20,000 Homes Campaign Tool Kit is available on the [20,000 Homes Website](#)

Registry Week: Tool Kit Sections

Building Your
Team

Clarifying Your
Demand

Volunteers:
Planning and
Recruitment

Mapping
Survey
Locations

Budgets and
Supplies

Lining Up Your
Supply

Training

Data

Registry Week
Agenda &
Headquarters

Survey
Packets

Community
Debrief

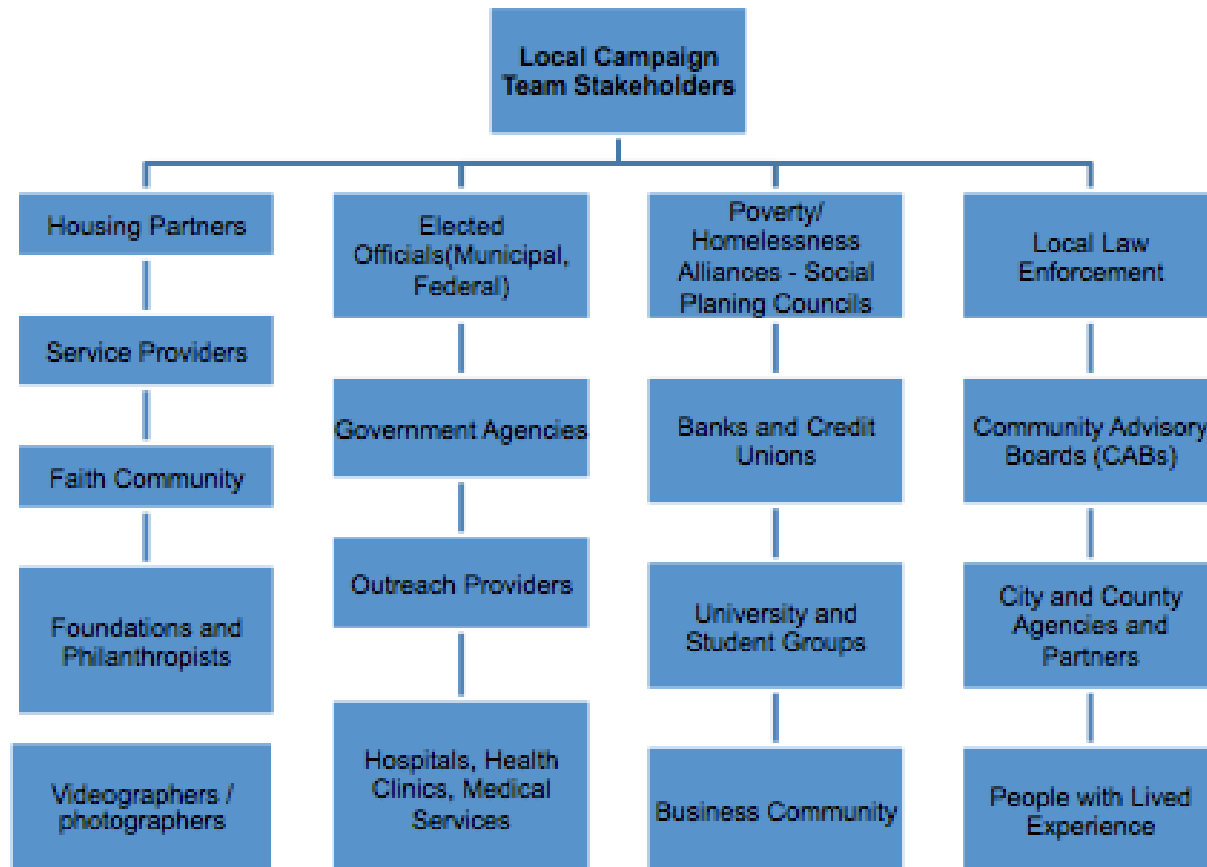
Building a Strong Local Team

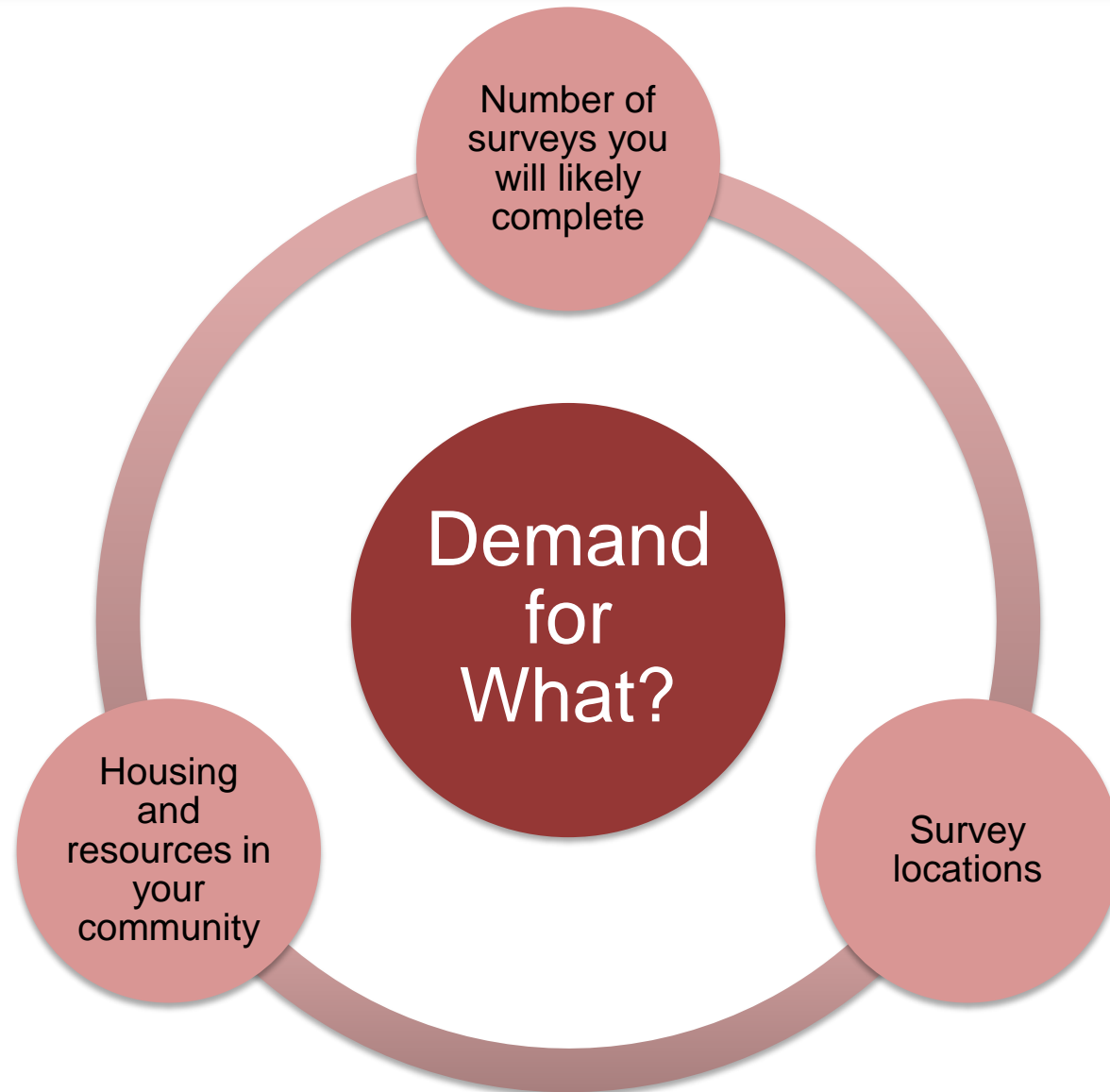


The commitment of a group of important actors from different sectors to form a common agenda for solving a specific social problem

- Guiding Principles...
 - Local stakeholders must come together around a common aim, demonstrate a willingness to share information and solutions, combine resources, and share recognition
 - The Campaign Team often includes many of these same people you find on any strategic planning team
 - Additionally brings some **“unusual suspects”** to the table

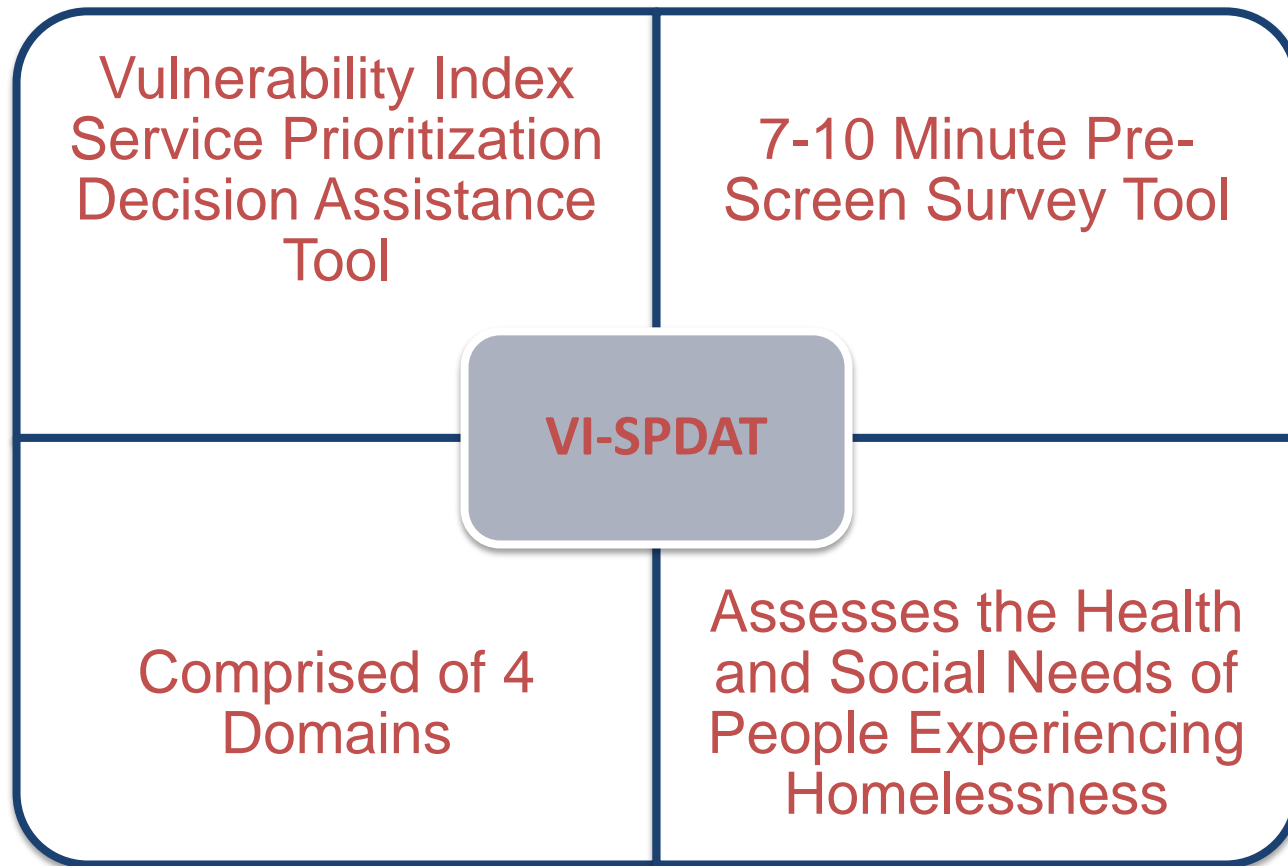
Building a Strong Local Team





- Use the **Community Trends Document** to begin to understand the scope of homelessness in your community using existing data:
 - **PIT Count**
 - **# Shelter Users**
 - **# Rough Sleepers**
- Include **outreach and other frontline workers like police** to provide information on where you might find people and how many people you will find

Begin to understand the needs of people experiencing homelessness in your community by using the VI-SPDAT (or some other common assessment tool)



Gender

Aboriginal
Identification

Military Service

Movement to
Community

Immigrant/Refugee

Foster Care

Jail/Prison

Volunteers: Planning & Recruitment

- Why Volunteers?
 - **Mobilize** people around the issue
 - **Recruit** new allies
 - Strategically **invite** people into the process
 - Business Improvement District Representatives
 - Politicians
 - Potential Funders
 - Opinion Leaders
 - Resource Holders
 - **Increase** exposure and **build** support

For Surveying...

- *Minimum:* All teams should have **at least** 2 members
 - One must be a team lead
 - We recommend using an experienced outreach worker or frontline worker as a team lead
- *Maximum:* All teams should be able to fit in **1 vehicle** for transportation ease
- Determine how many teams you need by **estimating # of surveys** you will conduct in **# of areas**

For Data Entry...

- Determine the **# of surveys** you will be entering during the week
- It takes about 8-10 minutes to enter a VI-SPDAT into the data system
 - You want to complete your data entry by the end of the week for your Community Debrief

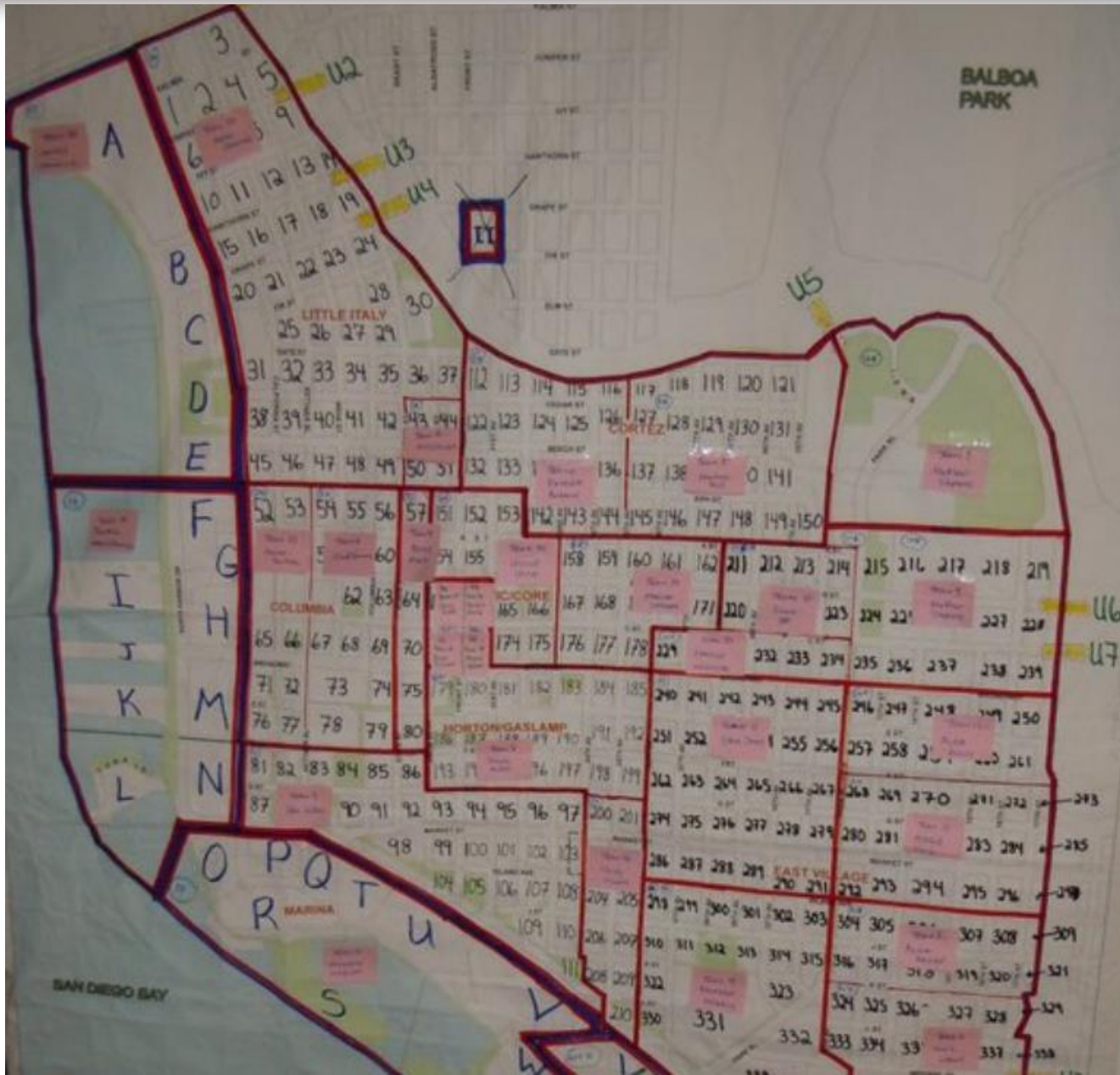
Mapping Survey Locations

- You will need to determine **when** and **where** you will survey
- **Strongly recommend** at least one session of early morning street surveying from **4:00 AM – 7:00 AM**
 - No question as to whether someone is homeless
 - Before business owners begin moving people along
 - Most sober point in the day for active substance users
- Use **Google Maps** to plan your street surveying locations
- Use staff in the service sector to help **determine other locations** and **times** for surveying
 - Shelters
 - Hospitals
 - Drop-in Centers

Mapping Survey Locations: Steps in the Process

1. Get a large map of the entire area you'll want to cover
1. Consult with outreach teams and police department to determine hot spots and areas where people experiencing homelessness might be hidden
1. Divide the large map into smaller areas that, if possible, align with team leaders' familiarity with that area
1. Create one smaller area for each team leader you'll have
1. Go to google maps and print out one map per team leader. Some areas it is useful to print both a street view map and a satellite view map
1. Use a marker to clarify within the team's map exactly what areas they should cover
1. Label the big map and smaller map with letters or numbers (don't mix!) – and label them with the exact same label as the team leaders.

Mapping Survey Locations





- Budgets for the pilot Registry Weeks in Canada ranged from less than \$1,000 to \$18,000
- Sample Budgets available in Tool Kit
- Keep your costs down by asking for in-kind donations

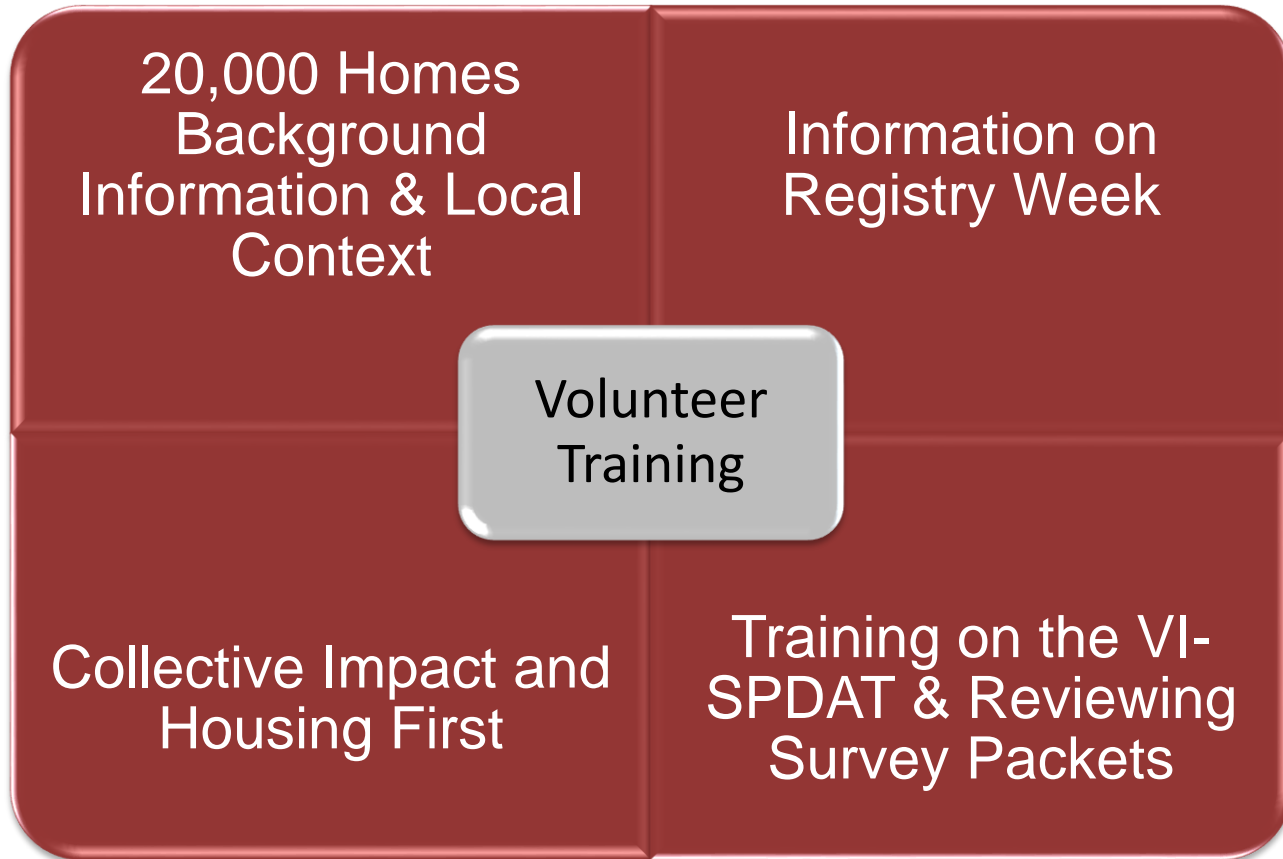
- Communities have asked for people to sponsor:
 - Breakfast and dinner for volunteers
 - Gift cards for survey participants
 - Office Supplies
 - Pens
 - Clipboards
 - Flashlights
 - Printing of surveys and other materials
 - Move-in kits for people that are housed off of the priority list
 - Rental assistance
 - Security deposits
 - Rent payments
- Publically thank your sponsors!



THANK YOU
FOR YOUR
SUPPORT!

Lining Up Your Supply

- **Remember:** The 20,000 Homes Campaign is a housing intervention
- Immediately following your Registry Week, your community will begin to **house** people off of the by-name list
- **Don't wait** to line up your supply of housing until Registry Week is over
- Use the **Current System Map** document in the Registry Week Tool Kit to **compile a list** and **prompt thinking** about current resources existing in your community
- **Ask** housing providers **for commitments**
- **Engage private landlords**
- Use the **Abundance Index** to track housing, services and resources in your community
- **Think outside the box!**



Surveying Dos and Don'ts

Review Consent Form &
Introductory Script

Review Survey Question by
Question with Volunteers

Have Volunteers Practice
Survey in Pairs

Additional Training Available from OrgCode Consulting:
<http://www.orgcode.com/course/vi-spdatt-v2-training/>

Volunteer Training: Paperwork

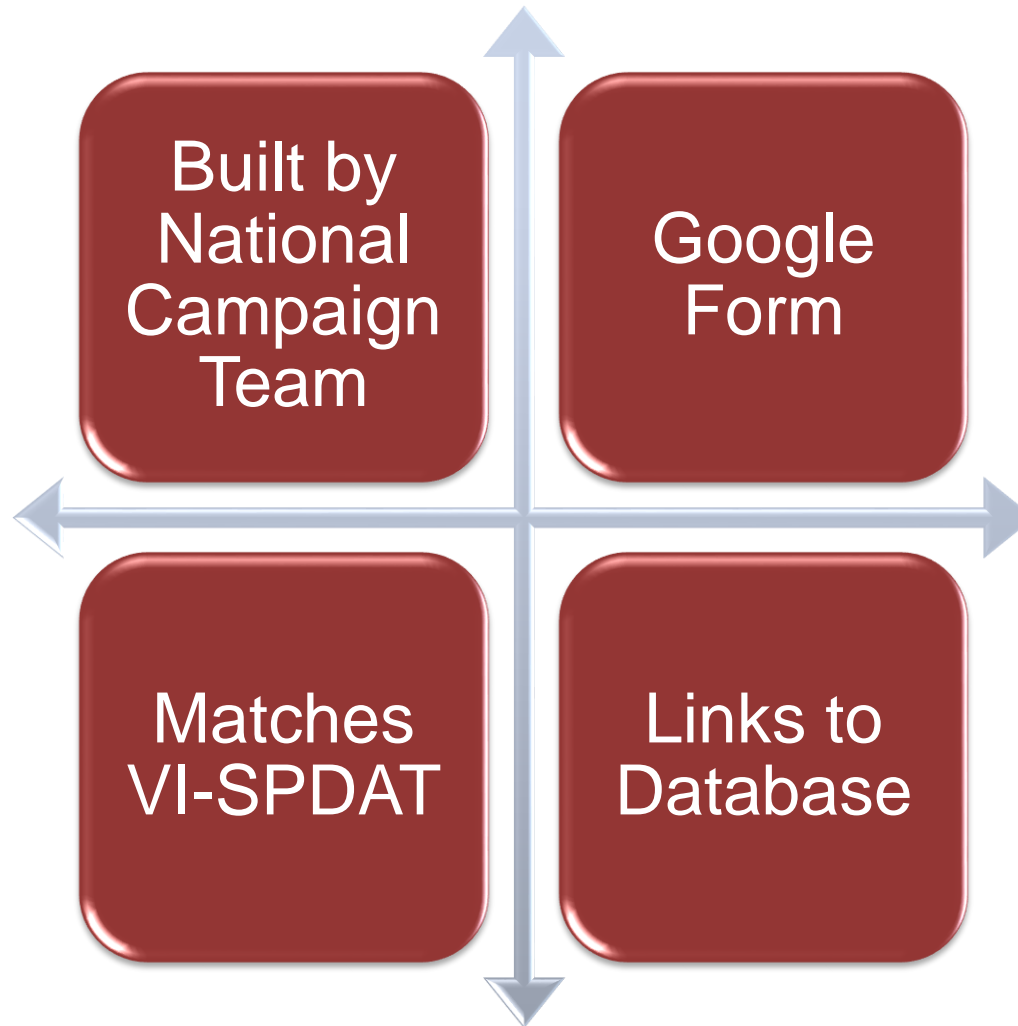
Each volunteer must sign:

- 1. Oath of Confidentiality**
- 2. Media Release Form**
- 3. Waiver and Release Form**



Examples are available in the 20,000 Homes Tool Kit Training Section

Data Entry Form



Customization of the VI-SDPAT and Corresponding Data Entry Form



Data Entry Form

Basic Information (Interviewee/Client Information)

First Name *

(Of individual being interviewed)

Nickname

(Of individual being interviewed - if applicable)

Last Name *

(Of individual being interviewed)

In what language do you feel best able to express yourself? *

If not known, please write "Unknown".

English

Other:

Date of Birth *

DO NOT use the actual date of birth. Please use the actual month and year BUT select the 1st of the month as a proxy day. If client refuses, please put in 1/1/1900.

Provided by National Campaign Team

Secure and Password Protected

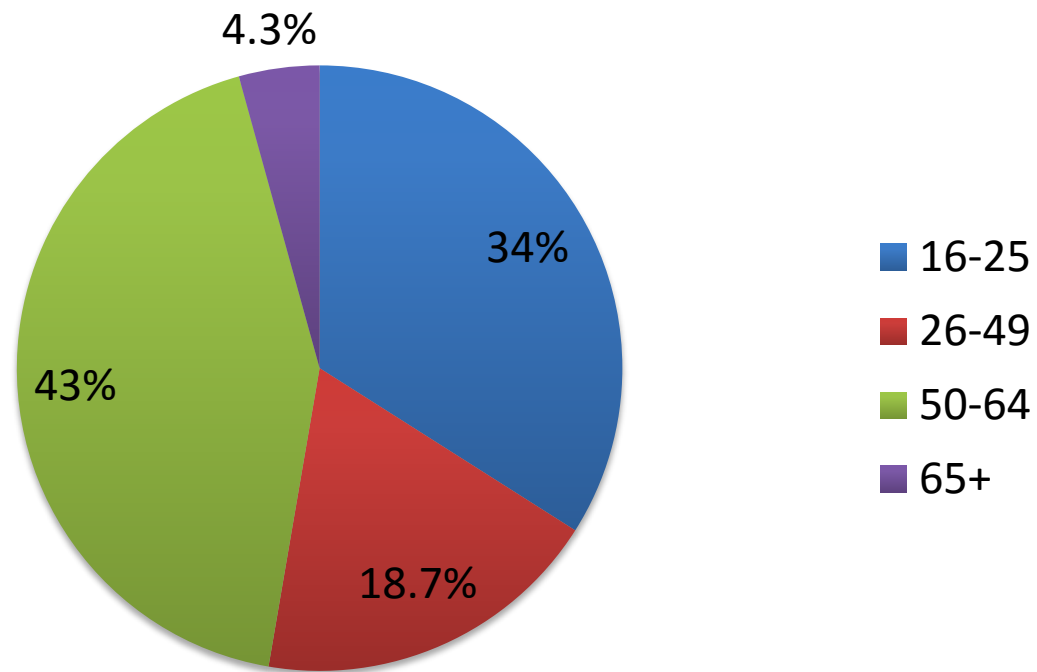
Cloud Based

The Data Process



VI-SPDAT Individual Dashboard		
	Totals	Percentage
Total Individual Surveys Submitted	454	100%
	Totals	Percentage
Low Acuity	98	21.59%
Moderate Acuity	222	48.90%
High Acuity	134	29.52%

Age Distribution



Share your results, and cast a wide net!

Volunteers

Politicians

Landlords

Business
Leaders

People with
Lived
Experience

Service
Providers

Media

Ask People to Stay Involved

Donate to a Move In Kit

Throw a Move In Party

Provide a Security Deposit

- Information on Registry Week Headquarters
- Information on Registry Week Agenda and Timing
- Survey Packets
 - VI-SPDAT
 - Consent Form
 - Refusal Tracking
 - Steps in the Survey Process
 - Surveying Dos and Don'ts
 - Introductory Script
 - Team Member Roles and Responsibilities
 - Block Map
 - Team Leader Checklist

How to Conduct a PiT Count and Registry Week Together

PiT Count and Registry Week: A Coordinated Approach

- The 20,000 Homes National Campaign Team received approval from the Federal Government to coordinate community efforts for the mandated January PiT Counts and a Registry Week
- Together, the National Campaign Team and the Feds have drafted a document to guide this process
- This document will be made available on the 20,000 Homes Website

Guide contains:

1. Introductory Script for Surveying Process
1. PiT Verbal Consent
2. PiT Question Sheet
3. Introduction to VI-SPDAT
4. Consent Form
5. VI-SPDAT Consent
6. VI-SPDAT Survey

Coordinating the Approach

- When completed during a Registry Week, the PiT Count can be conducted over multiple days
- Communities will introduce two surveys to participants
- Participants will verbally consent to anonymous PiT Count
- Surveyor will ask PiT Count Questions
- Surveyor will move to VI-SPDAT and have participant sign consent form provided by the Campaign Team
- Surveyor will ask VI-SPDAT questions
- Surveyor will thank participants for their time

- Participants can choose to respond to none of the surveys, both of the surveys or either of the two
- If someone refuses to participate, please note this on the Refusal Tally Sheet
 - Don't forget to note which survey a participant has refused: PiT, VI-SPDAT or both

- Communities can submit the PiT questionnaires as they would if they were only conducting a PiT count
- Communities can extract demographic information from the VI-SDPAT to be shared with the Federal Government
 - Be sure to keep a PiT survey form and VI-SPDAT form together
- National Campaign Team can help design a data entry form that contains PiT data fields and VI-SPDAT data fields
- Data can be extracted from Google Database as Excel or .CSV files to be shared with Federal Government

See me at the end of this session and sign up to be a 20,000 Homes Campaign community today!



[Visit the 20,000 Homes Website and Register](#)