

Count Strategy Meeting

Annotated Agenda



The Count Strategy Meeting finalizes plans for conducting the youth count, including confirming the route plans and deployment locations, determining the recruitment plan for the Street Count, reviewing the day-of count schedule, and finalizing the plans for the Organizational Count and Come and Be Counted Locations.

The meeting should occur at least four weeks, if possible, before the youth count to allow sufficient time for recruitment for the youth count. This annotated agenda can be used to facilitate the meeting. This meeting will last approximately 1 hour.

The Count Strategy Planning Worksheet should be updated to reflect the Stakeholder Team’s decisions, using a screen or white board so that notes are visible to the attendees. Information in the meeting will build from what has come before and people will need to be able to reference it.

Recommended materials

- Count Strategy Planning Worksheet
- “Come and Be Counted” Flyer
- Guide sign-up list from the youth focus groups

Supplemental materials for in-person meeting

- Large post-it notes/white board/other space to write
- Name tags

Supplemental materials for video/conference call

- Virtual meeting platform or teleconference option

Agenda and Annotation

Welcome and Introductions

5 minutes

Meeting Objectives

5 minutes

- Review multi-faceted youth count approach
- Finalize day-of youth count schedule
- Finalize Street Count, Come and Be Counted and Organizational Count plans
- Finalize deployment locations for Street Count teams
- Review Guide, Team Leader, and volunteer recruitment plans
- Review schedule of training times and locations

Multi-faceted Youth Count Approach Overview**5 minutes**

The youth count will consist of three components: a Street Count, an Organizational Count, and Come and Be Counted Locations.

Street Count

- We will send teams of Guides and Team Leaders to the hot spots we identified in the focus groups. Teams will be made up of 2-3 Guides, youth ages 18 to 25 who have experienced homelessness or housing instability, and 1-2 Team Leaders, provider staff or volunteers who are preferably people the Guides already know. Guides will be paid [COMPENSATION] for their time.
- The Street Count teams attend an in-person 90-minute training the day of or the day before the youth count and work a shift of 6-8 hours.

Organizational Count

- Agencies who provide services to unaccompanied youth experiencing homelessness and housing instability ages 13 to 25 will be asked to complete surveys at their locations on the day of the youth count.
- Staff or identified volunteers complete a 15-minute online or in-person training.

Come and Be Counted Locations

- Locations where young people will be invited to come on the day of the youth count to complete a survey. Locations were identified during the focus groups.
- Information about the locations will be distributed by word of mouth and through flyers.

Finalize Day-of Count Schedule**10 minutes**

Review the proposed schedule for the Street Count. Remind everyone that the trainings for the Street Count teams are in person, last 90-minutes and include guidance on conducting the surveys and staying safe.

[INSERT DRAFT DAY-OF COUNT SCHEDULE THE LEADERSHIP TEAM CREATED]

Review the training locations. Ask for feedback on the proposed schedule.

Finalize Street Count, Come and Be Counted Locations, and Organizational Count**15 minutes**Street Counts

- Review the hot spots for accuracy, timing and groupings
- Review teams to ensure Guides will be safe going to all sites
- Identify safety considerations, including any routes that need to be staffed by certain Guides

Organizational Count

- Review and finalize the list of agencies to participate in the Organizational Count
- Identify who will contact each agency about participating

Come and Be Counted Locations

- Review and finalize the identified Come and Be Counted Location(s)
- Identify who will contact each location to get permission to use their space during the youth count
- Discuss how to publicize the Come and Be Counted Locations

Recruitment

- Review the number of Guides, Team Leaders and volunteers needed
- Discuss recruitment strategies

Tip: Have organizations sign up to recruit whole teams for the Street Count, rather than having some agencies recruit Guides and others recruit Team Leaders.

Tip: Recruit extra people to help with the youth count because some people may end up being unavailable last minute.

Tip: Have a seasoned outreach worker on the Street Count teams whenever possible.

Document all decisions as they are made so that everyone can see.

Review Youth Count Logistics

10 minutes

Display the list of deployment sites and ask for input from the group on which Street Count teams should deploy from each site.

Discuss how Street Count teams should respond to youth in crisis situations. This may include developing a list of local resources, including health clinics, shelters and pantries, and how to access them, or having providers offer crisis response services during the youth count.

Next Steps

5 minutes

Review the list of training locations, times and the number of Guides needed. Ensure that there is a plan for how the remaining Guides will be recruited.

Immediately following the meeting, send out the notes from the meeting, with action items clearly marked.