Leadership Team Count Planning Meeting Annotated Agenda

At the Count Planning Meeting, the Leadership Team will develop a number of recommendations about the youth count logistics and will prepare for the Count Strategy Meeting with the Stakeholder Team. Due to the length of the meeting and the importance of the decisions, holding this meeting in person is strongly recommended.

This meeting will last approximately 90 minutes.

<u>Recommended materials</u>

- Copy of the VoYC Toolkit
- Count Strategy Planning Worksheet
- Information from the focus groups

Agenda and Annotation

Welcome and Introductions — **5 minutes**

Meeting Objectives — **5 minutes**

- Create Street Count teams
- Develop preliminary list and contact plan for Organizational Count and Come and Be Counted locations
- Review day-of count schedule and training plans
- Review day-of count logistics

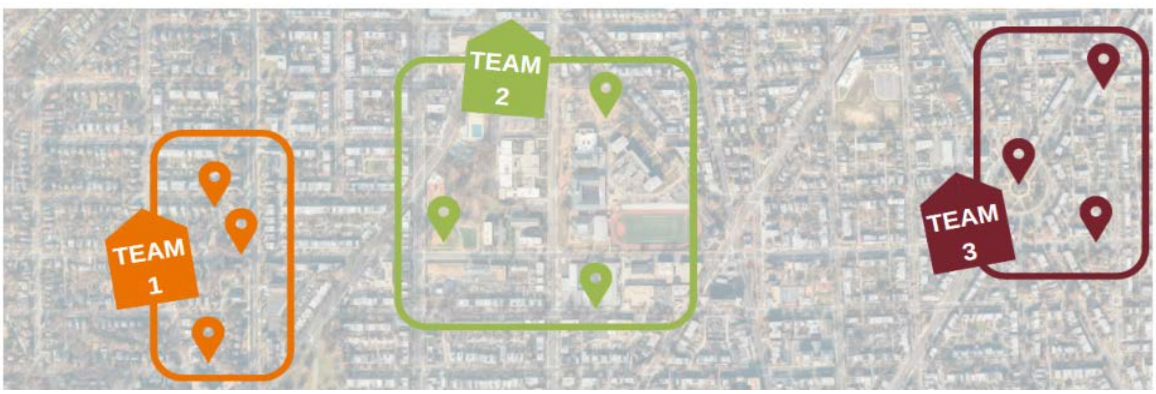
Create Street Count Teams — **30 minutes**

The Leadership Team will take the information from the focus groups and create teams for the Street Count. Begin by reviewing all of the information gathered in the focus groups, checking for any partial or confusing information. Next, create the teams, using the following steps:

1. Organize the hot spots based on geography, taking into account both the distance the team will travel and the number of locations they will need to visit.
2. Review the groupings and make adjustments based on the number of young people expected at each spot. The more populated an area may be, the fewer number of hot spots a team will have time to visit.

3. Review the timing of the hot spots and make further adjustments to the teams so that hot spots can be visited at the right times. Some hot spots may need to be visited by more than one team based on the information gathered about timing.
4. Make note of areas where special considerations were identified during the focus group so they can be reviewed during the Count Strategy Meeting.
    a. Organizations doing outreach in hot spots should be recruited to help with the youth count.
    b. Special populations of youth in a hot spot, such as LGBTQ youth, may impact who should be on the team conducting the youth count in that area.
    c. Safety concerns should be reviewed and teams developed who can safely conduct the youth count. Possible solutions to safety concerns include: going to night time hot spots during the day; making specialty teams of only seasoned outreach workers; or creating larger teams.

The list of suggested teams can be noted in the Count Strategy Planning Worksheet.



Example map with Hot Spots and routes and teams assigned

Tip: Determine which teams you will combine if recruitment is low or fewer people show up for the youth count than were expected. Combine areas that have fewer spots; while they are often geographically larger, the time commitment to cover them is typically more predictable.

Organizational Count **10 minutes**

Review the information from the focus groups and make note of any organizations that were mentioned as places where youth spend time.

Determine whether these organizations will be incorporated into the Street Count, with teams going to them, or if they will be contacted to be part of the Organizational Count, with provider staff or volunteers completing the surveys. You should consider:

- How many hot spots are there that are street locations and have to be covered by the Street Count teams?

- Will you have enough people helping to conduct the youth count to include organization locations in the Street Count? Organization locations can generally be covered by just one person, while the Street Teams will have at least 2-3 people on them.

Tip: Let the Street Count teams know which organizations are participating in the Organizational Count so they know not to go to them.

Determine which other organizations should be contacted to participate in the Organizational Count. The Stakeholder Team invitation list can be a helpful starting point.

Tip: HMIS data and the HUD Housing Inventory Count report can help you identify which agencies serve a larger number of unaccompanied youth in your age range so you can target your outreach efforts.

Once you have created your preliminary Organizational Count list, determine who could do outreach to each organization, making sure to include Stakeholder Team members in your outreach plans.

Come and Be Counted Locations — 10 minutes

Review the information from the focus groups and make note of any community locations or organizations that were suggested as Come and Be Counted Locations. Discuss whether to use all of them or just some of them, depending on the number of locations suggested. Determine what hours each location will be "open" for youth to complete surveys.

Come and Be Counted Locations require two outreach plans:

- an outreach plan to the location to see if they are able and willing to participate; and
- an outreach plan to alert youth of the opportunity.

As with the Organizational Count Locations, once you have determined your preliminary Come and Be Counted Locations list, determine who could do outreach to each organization, making sure to include Stakeholder Team members in your outreach plans.

The focus groups should have generated some suggestions about how to spread the word to youth about the Come and Be Counted Locations. Review this information and discuss what other efforts should be undertaken to get the word out.

REMINDER: All of the items above remain tentative until after the Count Strategy Meeting with the Stakeholder Team.

Review Day-Of Schedule and Training Facilitation Plan — 10 minutes

Review the youth count "day-of" schedule and make any needed modifications based on the focus group information.

Confirm when you plan to hold the trainings and determine who will facilitate them. Facilitators should be experienced trainers, should be knowledgeable about the data gathering process, and should preferably have experience conducting street outreach.

Tip: It may be hard to find one person who is an experienced trainer, is knowledgeable about the data gathering process and has experience conducting street outreach. Street outreach staff can co-facilitate the training or offer supplemental trainings on how to do outreach safely.

Determine who will be responsible for contacting each identified facilitator.

Tip: Consider adding additional training content regarding what to do if a team member is triggered or feels stress when conducting the youth count.

Finalize the Day-Of Logistics 10 minutes

Identify who the Team Captains will be for each site. For the Street Count, each deployment site should have two to three Team Captains to oversee the teams in the field.

- Team Captains are responsible for bringing all of the materials for the youth count to the deployment site and for maintaining the security of the data once it is collected.
- Team Captains need to be available for the entire duration of the youth count.
- Team Captains should have strong attention to detail and be comfortable in chaotic situations.

Once you have identified the Team Captains, determine who will contact each Team Captain to confirm their availability.

Discuss how you will get all of the survey materials to each of the Come and Be Counted and Organizational Count Locations.

Tip: These materials can be dropped off the day before, or even many days before, the youth count, to make it easier. Alternatively, a volunteer can be in charge of the deliveries.

Next Steps 10 minutes

Review the next steps:

- Access HMIS data and the HUD Housing Inventory Count report, if using, to inform the Organizational Count list
- Contact training facilitators
- Contact Team Captains
- Invite Stakeholder Team to Count Strategy Meeting

Count Strategy Meeting date: **DATE**