Registry Week Quick Links Document

A Registry Week is designed to jump-start your local campaign to end homelessness by mobilizing your community to gather actionable person specific data to prioritize and house your most vulnerable homeless neighbours. If you are interested in conducting a Registry Week or a joint Point-in-Time (PiT)/Registry Week there are many tools and resources to assist you. Most are located on the 20,000 Homes Campaign Website (www.20KHomes.ca). There are also some Ontario specific materials on the Province/Territory (P/T) section of the Community Workspace on Homelessness under the Ontario page. Below you will find direct links to all these materials.

1. Registry Week Toolkit

The Registry Week Toolkit includes step-by-step instructions through 13 modules with sample materials (see Appendix A on page 3):

2. Further Information on Registry Weeks & Joint PiT/Registry
- Presentations:
  - Ontario Registry Week Training Presentation
  - Hamilton Joint PiT/Registry
  - Northumberland & Kawartha/Haliburton Registry Weeks
- Webinars:
  - Ontario Registry Week Overview – October 6, 2017 (webinar)
  - 20KHomes Joint PiT/Registry Webinar – October 13, 2017 (webinar)
  - HIFIS PiT/Registry Module - December 7, 2017 (webinar) (just the PowerPoint – to access links)
  - Joint PiT/Registry Week Updates and Q&A – January 16, 2018 (webinar) (just the PowerPoint – to access links)

3. Survey Guidance & Customizable Surveys

a) General PiT/Registry

PiT and Registry Week Coordination Packet 2018 and these customizable survey materials:

- Sample Introductory Script, Screening, Tally and Consent
- Joint PiT/Registry Survey for Single Adults
- Joint PiT/Registry Survey for Youth
- Joint PiT/Registry Survey for Families

b) Ontario Specific Registry and Joint PiT/Registry

2018 Ontario Enumeration Registry Week Survey Packet and these customizable survey materials:

Registry Week Only Survey (with Ontario Questions):
- Sample Introductory Script, Screening, Tally and Consent
- Ontario 2018 Registry Week -VI-SPDAT Survey – Single Adults
- Ontario 2018 Registry Week -TAY-VI-SPDAT Survey – Youth
- Ontario 2018 Registry Week -F-VI-SPDAT Survey – Families

Joint PiT/Registry Survey (with Ontario Questions):
- Sample Introductory Script, Screening, Tally and Consent
- Ontario Joint PiT/Registry Survey – Single Adults
- Ontario Joint PiT/Registry Survey – Youth
- Ontario Joint PiT/Registry Survey – Families

4. Privacy Guidelines and Samples
- 20,000 Homes Campaign guidelines for dealing with personal information
- 20,000 Homes Campaign data sharing agreement
- Sample client survey consent form

5. Next Steps Following a Registry Week

For further information on By-Name Lists, Coordinated Access and Prioritization, see the By-Name List Resource Page.

6. Communities That Conducted Joint PiT/Registry Weeks in 2016:
- Fredericton, NB
- Guelph-Wellington, ON
- Hamilton, ON
- Saint John, NB
- Thunder Bay, ON
- Whitehorse, YT
- Windsor, ON

Appendix A
Registry Week Toolkit Modules

1. **Getting started**
   In this section, you will find materials and resource that will help you understand the scope of what a Registry Week entails and plan for each step in the process.

2. **Building a strong local team**
   The documents listed in this section should give you a good sense of who should be involved in your Registry Week and how you can effectively work together.

3. **Clarifying your demand**
   There are steps that can be taken to estimate the number of people experiencing homelessness in your community and the types of resources and supports they need. This section of the Tool Kit is around clarifying that *demand*.

4. **Volunteers: planning and recruitment**
   In this section of the Tool Kit, you'll find a wealth or materials that will help you with the entire process of recruiting and managing volunteers during your Registry Week.

5. **Mapping survey locations**
   This section of the Tool Kit provides you with examples of what some communities have done to map survey locations during their Registry Week.

6. **Budgets and supplies**
   There are a variety of costs and supplies that you will need to make this Registry Week a successful initiative, and this section of the Tool Kit contains a few sample budgets that you can reference from other communities that have done Registry Weeks.

7. **Lining up housing**
   Learn how to work on lining up a supply of housing, supports and resources to meet the demand in your community.

8. **Training**
   Advice on training your volunteers on conducting the VI-SPDAT prior to Registry Week.

9. **Data**
   This section outlines how to get access to and customize electronic data entry forms and a secure data system that will capture individual, line-by-line data of your survey respondents.

10. **Registry Week headquarters**
    This section of the tool kit provides resources for you to create a central headquarters for the Registry Week volunteers and activity coordination.

11. **Registry Week agenda**
    Use these simple timeline and planning resources to organize your volunteers, and maximize the effectiveness of your Registry Week activities.

12. **Survey packets**
    All teams that will be doing surveying will need a variety of materials. This section of the Tool Kit provides you with a list of helpful items to put in these survey packets.

13. **Community debrief**
    A powerful component of the Registry Week will be your community's ability to share the results of surveying your neighbors currently experiencing homelessness.