

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 to prepare and conduct a Registry Week and follow-up with a By-Name List. You are not alone, see Appendix A for a list of communities that have conducted Joint PiT/Registry Weeks.

1. Registry Week Toolkit

The Built for Zero Canada [Registry Week Toolkit](#) includes step-by-step instructions through 12 modules with sample materials (see Appendix B on page 3).

2. PiT Toolkit

All Point-in-Time Count information is included in the [Homelessness Learning Hub](#) (search Pit Count). All of these resources are also applicable to conducting a Registry Week.

3. Joint PiT/Registry Week Resources

- [Joint PiT/Registry Week Coordination Packet 2020](#)
- 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](#)
- Presentations:
 - [Registry and Joint-Pit Registry 101](#) (October 2019)
 - [Hamilton Joint PiT/Registry Presentation](#) (Nov 2017)

4. Privacy Guidelines and Samples

- See Registry Week Toolkit – [Training](#) (for volunteer materials)
- See sample consents: [Sample Introductory Script, Screening, Tally and Consent](#) and [Sample Letter for Participants](#) and [Sample Consent Form](#) from Waterloo Region
- See the [By-Name List](#) page under “Privacy, Consent and Data Sharing”

5. Next Steps Following a Registry Week

- See Registry Week Toolkit – [Lining up Housing](#) and [Community Debrief](#)
- [10 Steps to Create and Use a By-Name List](#)
- [By-Name List page](#)
- [Coordinated Access page](#)

Appendix A
Communities That Conducted Joint PiT/Registry Weeks in 2016 and 2018

PiT/Registry 2016	PiT/Registry 2018
<ul style="list-style-type: none"> • Fredericton, NB • Guelph-Wellington, ON • Hamilton, ON • Saint John, NB • Thunder Bay, ON • Whitehorse, YT • Windsor, ON 	<ul style="list-style-type: none"> • Cape Breton • Dufferin County • Durham • Guelph-Wellington • Halifax • Hamilton • London • Moncton • Peel Region • Peterborough • Saint John • Simcoe County • Stratford-Perth-St. Marys • Thunder Bay • Windsor • York Region

Appendix B

Registry Week Toolkit Modules

Start on the [Overview](#) page

- 1. Getting started**

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 Toolkit is around clarifying that *demand*.
- 4. Volunteers: planning and recruitment**

In this section you'll find a wealth of materials that will help you with the entire process of recruiting and managing volunteers during your Registry Week (includes social media resources).
- 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 – find sample budgets and materials lists 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 survey prior to Registry Week and sample release and confidentiality forms.
- 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. 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 and sample of helpful items to put in these survey packets.
- 12. 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 and preparing to house them.