

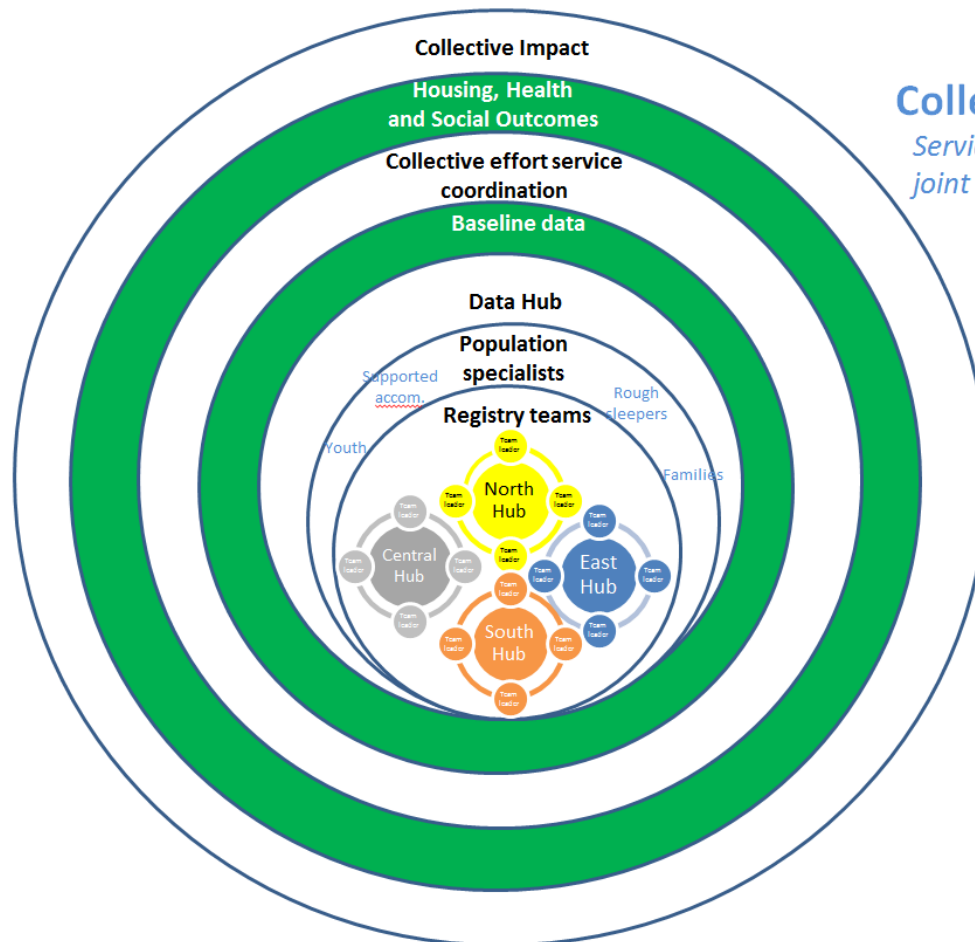
Logistics

Before
surveying

During
surveying

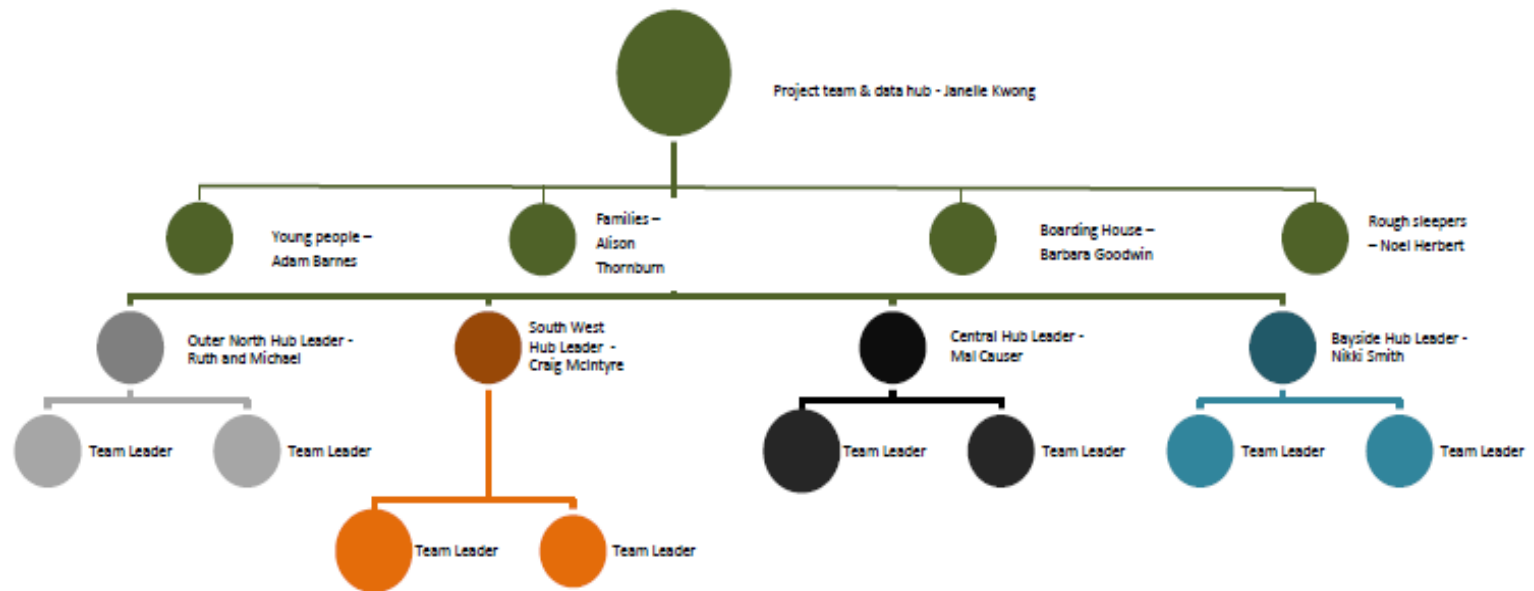
After
surveying

How has Brisbane Registry been organized?



Collective Impact
Service coordination and joint support planning

How has Brisbane Registry been organized?





Your participation

- Conducting surveys
- Meeting the Confidentiality obligations
 - Participant confidentiality form
 - Participant photographer agreement (this we will outline later)



Populations specialist

- Responsible for overseeing population groups
 - Identify key agencies/individuals that need to be accessed during the Brisbane Registry period.
 - Collection of surveys during the Registry period
 - Liaise with Hub Leaders (geographic) to ensure that the access points have been surveyed during the registry period.



Role of Hub Leaders - geographic

- Responsible for overseeing a geographical area
 - Coordinate regional implementation for Brisbane Registry
 - Bringing team leaders together at the beginning of the Brisbane Registry period to distribute surveys
 - All surveys are numbered and coded – as per Hub Leaders Spreadsheets



Role of Hub Leaders - geographic

- Responsible for overseeing a geographical area
 - Provide support to team leaders and surveyors in the collection of surveys (cross –reference to spreadsheet) during the Registry period
 - Drop-off surveys into the Data hub (obtain receipt of drop-off) – with the exception of the Central region where team leader will drop surveys directly to the data hub
 - Liaise with population specialist to ensure that all access points have been covered



Team leader roles

- Linda has covered the role that team leaders but in terms of logistics there are some other items to consider.



Team leader roles

- Pick up surveys from the Hub Leaders
- Give to the surveyors
- Ensuring everyone is going where they need to go to conduct surveys



Team leader functions

- Delegate or do
 - Team photographer – will each person do this as they go or does one person do this as others are surveying
 - Participant photographer agreement (this we will outline later)
 - Team proofreader – will the team leader have a quick check or will there be one person who will look over
 - Team muse – who will be posting and twittering



Team leader roles

- Critical incident responses and reporting
- Drop off finished surveys to the Hub Leaders

Logistics

Before
surveying

Before surveying

- Check you have the surveys for the site allocated – these are on the envelopes provided to you

Access point
Person
Code and #



Logistics

During
surveying



Know where you are going

- Ensure you know what shifts you are doing during Registry Week.
- Once you have finished a survey you must treat it as CONFIDENTIAL INFORMATION
- Immediately place into a return envelope provided and seal at the end of the day or as soon as practicable.
- Hand the sealed envelope to Team Leader



When things go wrong

- VI-SPDAT is eaten by the dog
- VI-SPDAT is damaged and unusable
- DO NOT DESTROY – JUST MARK VOID and put it with your finished surveys



When things go wrong

- If you have filled out a VI-SPDAT instead of a VI-Families SPDAT or vice versa
- DO NOT DESTROY – JUST MARK VOID and put it with your finished surveys and start again



Critical incidents

- Young people under 16
 - If you have found a young people who is under 16 and unaccompanied it is essential that you contact your Team Leader who will also contact Micah
- Medical issues
- Mental Health



Incident reporting

- All incidents must be reported to Team Leaders and Micah Projects immediately.
- Formal Incident records will be kept at Micah Projects.



What not to do

- Bring along other people who have not registered as volunteers
- Bring money or valuables
- Enter squats or enclosed spaces
- Approach someone who is behaving dangerously or erratically



Logistics

After
surveying



After surveying

- Lastly don't forget to hand back to your team leader the surveys that you haven't used

Logistics

Before
surveying

During
surveying

After
surveying



Checklist

- Keep your Handbook on you at all times while conducting surveys.
- Keep your mobile phone on you at all times
- Ensure you know what shifts you are doing during Registry Week. Do not leave the training without clarifying if you are unsure
- Ensure that you have recorded all necessary phone numbers in an easily accessible location
- Ensure you have completed the following forms:
 - Participant Confidentiality Form
 - Participant Photographer Agreement (if required)

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Ending homelessness
in Brisbane one person,
one family at a time

Please join us to celebrate
our efforts at the:



COMMUNITY
FORUM

Guest Speaker: Hon. Tim Mander MP

Minister for Housing and Public Works

10.30am Friday 4 April 2014

The Marquee, Victoria Park Golf Complex
223 Herston Road, Herston Q

Morning tea and a light lunch will be provided

RSVPs are essential by Tuesday 1 April 2014

email: rsvp@micahprojects.org.au or phone 3029 7000

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