Agenda

- Housekeeping

- Introduction and recap of first 2 trainings

- The Data pieces:
  - HIC
  - Non-HMIS Chart
  - Deduplication Chart
  - Final PIT Numbers
  - Post PIT Survey

- Match

Key pieces from first 2 trainings in series

PIT is an overnight count covering the entire geographic area of a CoC on the night of January 26, 2022.

- Each coalition plans and implements their own PIT count, which should cover the entire geography of their coalition.
- You can record the location someone slept on January 26th up to Thursday, February 3, 2022.

The PIT is an outreach event, and there should be services to assist those found in an unsheltered situation.

- After Hour Plans need to be updated with available services
- Connection to Coordinated Entry is a key service

Recording match for PIT participation is very important

- We will be talking about how to do that in this training

Once the data is fixed, please don't adjust anything in HMIS or the HIC

You should be running the HMIS reports. If you have any issues running the reports, please reach out to your System Admin ASAP.

AFTER THE COUNT

The Data

Summary of Process

- You will receive links to the following documents prior to the PIT count:
    - Non-HMIS Chart
    - Deduplication Chart
    - Post-PIT Survey
- PIT Count will happen on the overnight of January 26, 2022.
- Locally, you should start entering your data on the HIC as you (hopefully) normally do. You will receive the link for the January HIC in the beginning of February.
- Every coalition manages their HIC differently, however, one of the duties of the PIT Lead(s) is to make sure all partners are entering their data into the HIC.
- For those partners who do not enter data in HMIS, the PIT Lead will need to send them the Non-HMIS chart for them to fill out-more on this later.
- PIT Leads will gather the PIT surveys (including observation only surveys) and enter all the data into the Deduplication Chart.
- PIT Leads will receive an email from me letting you know when all data needs to be in and correct.
- There are usually at least 2 rounds of data review. Please reach out for assistance early and often if you have questions.
- What I am looking for is that the HIC, deduplication chart, non-HMIS chart, HMIS reports are completed and correct.
- Post PIT survey always has a separate due date.

WIBOSCOC

Housing Inventory Chart

- Active list of all Beds and Units in a CoC dedicated for those experiencing homelessness

HMIS Reports

- These reports give total numbers served in Shelter, Transitional Housing projects that enter data in HMIS
- It also reports demographic and subpopulation data for those who enter data in HMIS

Non-HMIS Chart

- This chart reports numbers served in projects that do not enter data in HMIS
- It also reports demographic and subpopulation information for those that do not enter data in HMIS

Deduplication Chart

- This chart shows those who were found unsheltered in the overnight count
- It includes both those interviewed and those observed

Post PIT Survey

- This survey gives your coalition the opportunity to explain what you did, where you went and who was involved.

Putting all what together?

Housing Inventory Chart (HIC)

The HIC is a current, active list of all the beds and units available in a CoC dedicated to those experiencing homelessness. It includes project types:

- Emergency Shelter
- Transitional Housing
- Permanent Supportive Housing
- Rapid Re-Housing
- Other Permanent Housing

For the PIT, we look at the data in two parts:

- Unsheltered, Emergency shelter and TH (Homeless)
- Permanent Housing (Housed)

You should be filling out the HIC on a monthly basis:

- The PIT section in columns AG-AJ
- Checking to ensure all projects that should be included are on the HIC and are accurate.

Housing Inventory Chart (HIC)

- [HIC](HIC)
- You will enter your PIT numbers onto January's HIC, which will come out early February. January HIC will be what I will be working off of. I will look at the HMIS Reports and Non-HMIS chart to make sure they match with the numbers on the HIC and if they don't match, you will get an error email from me.
- Make sure that all the projects with active beds the night of the PIT are included on the HIC. This includes any MV projects that may be included in your After Hours Plan.
  - You can add projects to the HIC yourself!
  - If you are not comfortable doing that, there is a form that you can fill out and your BOS Support person will add it to the HIC.
- Ensure your agency's data is accurate.
- Make sure all partners that served those experiencing homelessness on the night of the PIT have their data entered onto the HIC.

Non-HMIS Chart

WIBOSCOC

This chart is for those clients that will not be found in HMIS.

- DV Shelters
- Other organizations who don't enter data into HMIS
- Those found unsheltered who stayed unsheltered

Essentially, it replicates the basics of what HMIS can give us

Demographic information

- Number served
- HH Type
- Age
- Race
- Ethnicity

Sub-population Information

- Veteran
- Youth/pregnant and/or parenting
- Mental Health
- DV
- HIV/AIDS

Non-HMIS Chart

This is information PIT Leads will need to get from the DV and other partners who don't enter data into HMIS.

Many PIT Leads download their page of the chart and send it to the partner agencies for them to fill out and send back.

Once the PIT Lead has collected all the answers from all the partners, it will get added together and the numbers from all the partners will be entered in the chart.

Then the PIT Lead looks at the deduplication chart (those interviewed on the PIT night and those observed only) and enters those numbers into the Non-HMIS chart.

Non-HMIS Chart

WIBOSCOC

The chart is divided by coalition.

Each coalition gets 4 tabs

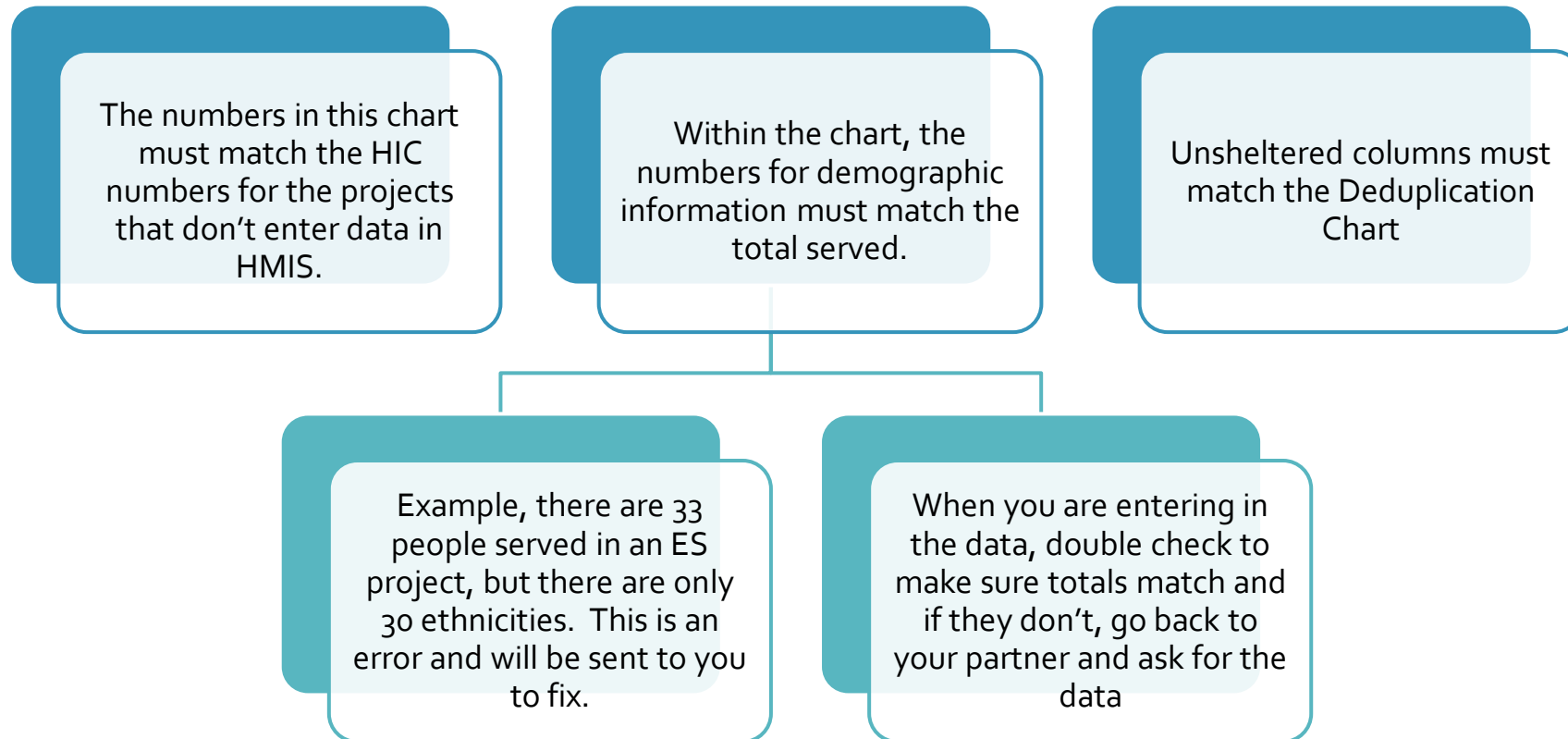| Info | Families | Singles | Youth only |

Then it is divided further into:

| ES | TH | Unsheltered | Veteran | Youth |

Non-HMIS

Non-HMIS Chart

The numbers in this chart must match the HIC numbers for the projects that don't enter data in HMIS.

Within the chart, the numbers for demographic information must match the total served.

Unsheltered columns must match the Deduplication Chart

Example, there are 33 people served in an ES project, but there are only 30 ethnicities. This is an error and will be sent to you to fix.

When you are entering in the data, double check to make sure totals match and if they don't, go back to your partner and ask for the data

Deduplication Chart

The purpose of this chart is to deduplicate the unsheltered persons counted during the overnight street count/known location count, observation form, and the service-based post count. The deduplication is imperative to having a legitimate count. By entering all of this information, the PIT lead can easily identify individuals/families that might have been surveyed during the overnight count and then surveyed again Friday morning during the service based count.

The Deduplication Chart reports all those you found unsheltered. It includes those you surveyed and those you did an observation only survey for.

You still need to collect as much demographic information as you can on those you did not survey, and just observed.

If after you survey someone, they end up taking shelter services, they should not be put on the Deduplication Chart because they will be counted in the HMIS or Non-HMIS shelter data and we don't want to count them twice.

Deduplication Chart

- Each Coalition has their own tab, and you can create your own system for unique identifiers.

  - Please make it very clear if the people are a household with children or not. Some agencies will use the same number for all the household members or a 3a, 3b, 3c system. It needs to be something just to tell me that these people are grouped together.

- PIT Leads will be collecting the PIT surveys and observation only forms and will enter the data onto the deduplication chart. They will then keep the surveys until the end of the year.

- PIT Leads need to add the PIT data to the Unsheltered column of the Non-HMIS Chart

- There is an instructions Tab if you are uncertain how to fill the chart out

- For a two or more people that are presenting together but do not have a child under the age of 18 with them, please count them as singles.

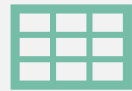- The Deduplication data must match what is on the Unsheltered column of the Non-HMIS Chart.

Deduplication Chart
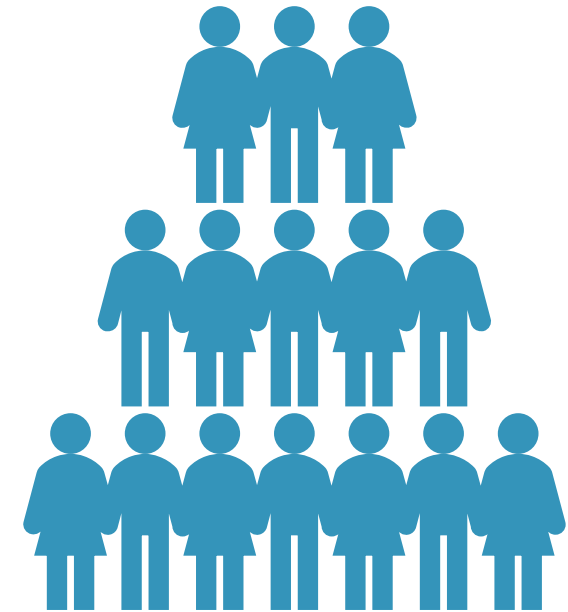
Final PIT Number

Once all data is cleaned up and perfect, it then goes into the Final PIT Number Spreadsheet.

This is where I put all data together in a table that has all the information for HUD.

Final HMIS Numbers

Post PIT Survey

This survey provides follow up information related to the PIT count planning and process itself and the services-based count that can happen days after the actual overnight count.
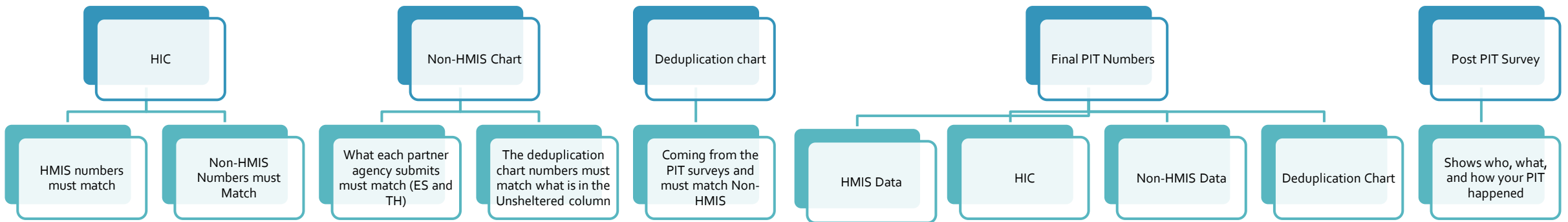
It includes information such as:

- Who participated
- Where a coalition counted and how it was determined where to count
- COVID questions (new)
- Observation only experiences
- Services Based count
- After Hours Plan
- Youth
- Training

Post PIT Survey

- The Post PIT survey is used for a variety of purposes:
  - Verify participation in the PIT for things like sub-grantee monitoring and ensuring compliance with contracts; CoC Scoring Tool; this information is submitted to DEHCR; and organizations wanting a letter of support from the CoC must show PIT participation.
  - Assist with answering CoC Competition questions
  - Compliance with meeting the HUD requirements for a PIT Count
  - Identifying gaps
  - Training Needs
  - Explains why certain geographic areas weren't covered

- [Post PIT Survey](#)

All Together it looks like...

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HIC
├── HMIS numbers must match
└── Non-HMIS Numbers must Match

Non-HMIS Chart
├── What each partner agency submits must match (ES and TH)
└── The deduplication chart numbers must match what is in the Unsheltered column

Deduplication chart
└── Coming from the PIT surveys and must match Non-HMIS

Final PIT Numbers
├── HMIS Data
├── HIC
├── Non-HMIS Data
└── Deduplication Chart

Post PIT Survey
└── Shows who, what, and how your PIT happened
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Match

- In the first webinar, Carrie talked about the importance of documenting PIT match.

- Anyone who does any work with planning, organizing or counting or the services-based count for PIT who was not paid with CoC funds or using the funds as match to another grant should include their time for match.

- There was an increase in reimbursement amount for volunteer hours. It went from $10 to $26.26. When someone counts their hours, they are donating for PIT match, they need to multiply the number of hours by $26.26.

- Each coalition has a Google Form PIT Match Link where all volunteer hours should be recorded.
  - If you are still using paper forms, you can still have volunteers fill out the paper form, but we ask that they be entered into the Google Form once you receive them.

- PIT Match will be due probably near end of February or early-March

- Google Form

Questions?

Contact Information

Leigh Polodna

Grant Specialist

Leigh.Polodna@wibos.org

608-406-9757