

Point-in-Time Webinar

July 10, 2013

(1) Overview

- What? HUD required count of people experiencing homelessness on a given night (point-in-time)
- When? Overnight July 31st – August 1st
- Who? All Emergency Shelter, Transitional Housing, Safe Haven, Rapid Rehousing, and unsheltered – turn away/known location or street count
- Where? Entire State of Wisconsin: Balance of State, Milwaukee, Racine, and Madison
- Why? According to HUD, the most important reason for collecting information on the number and characteristics of sheltered and unsheltered people experiencing homelessness is program planning.
- CoC Competition Application (NOFA) 2012 – of the 130 possible points, 22 points (17%) had to do with the Point-in-Time count, the process, or the results.
- ESG – failure to report and actively participate in the Point-in-Time process will result in loss or reduction in funding.

(2) New/Updated Documents

- Point-in-Time Changes for 2013 Word Document
 - Previously sent out in January 2013
- Point-in-Time Manual
 - Updated 1/13/13, sent out in January 2013
- Putting It All Together Power Point
 - Updated 1/13/13, sent out in January 2013
- Non-WISP PIT form (NW)
 - Revised 1/13/13 and 7/1/13
 - Changed to Excel Spreadsheet and uploaded to Google Docs
- Housing Inventory Chart (HIC)
 - Updated monthly, required for ETH grantees starting 7/1/13
 - Uploaded to Google Docs

(3) Process

Step 1: Conduct the actual Point-in-Time count (sheltered and unsheltered)

- Sheltered Non-WISP
 - Count the number of people (individuals and families), the ages, and the sub-population information for anyone staying in an Emergency Shelters, Transitional Housing Programs, Motel Voucher Programs, or Safe Havens that do not use WISP.
- Sheltered WISP
 - Ensure that the number of people (individuals and families), the ages, and the sub-population information is updated and accurate for anyone staying in Emergency Shelters, Transitional Housing Programs, Motel Voucher Programs, or Safe Havens that use WISP.
- Unsheltered Non-WISP
 - Count the number of people (individuals and families), the ages, and the sub-population information for anyone found during a known-location or street count that is not entered into WISP as an unmet need or turnaway.
 - This count should also include agency/organization turnaways not reported in WISP.
- Unsheltered WISP
 - Count the number of people (individuals and families), the ages, and the sub-population information for anyone found during a known-location or street count and enter them into WISP as an unmet need/turnaway.

Step 2: Review Housing Inventory Chart (HIC) ****See Powerpoint****

- PIT leads will access Housing Inventory Chart on Google Drive.
- Non-WISP providers
 - The lead agency/contact must review the units and beds listed on the HIC.
 - Update the number of beds, units, type of units, overflow/vouchers, etc. as necessary.
 - Make a note at the bottom of the chart as to what row and/or column was changed and what it said originally and what it now says.
 - For example: You are going to change the number of available single beds for a provider on row C. Currently, the provider has 0 single beds listed and now you want to change it to 4. Change it in the appropriate column. Then, scroll down to “Notes” and write: Row C, Column ____ change from 0 to 4.
- WISP Providers
 - The lead agency/contact must review the units, beds, and types listed on the Housing Inventory Chart with your WISP providers.

- A comparison should be made as to what is located in the Standards Information in WISP and what the WISP provider is reporting. These should match.
- Make a note at the bottom of the chart as to what row and/or column was changed and what it said originally and what it now says.
- For example: You are going to change the number of available single beds for a provider on row C. Currently, the provider has 0 single beds listed on the HIC but in WISP it says 4 single beds AND the provider confirmed that it should be 4 single beds on the HIC. Change it in the appropriate columns. Then, scroll down to “Notes” and write: Row C, Column ____ change from 0 to 4.

Step 3: Enter Point-in-Time Data into the Housing Inventory Chart (HIC)

- Non-WISP providers
 - The lead agency/contact must collect and review the Point-in-Time data required from the Non-WISP shelter & transitional housing providers: households and subpopulation.
 - As the lead, it is your responsibility to make sure this information makes sense and is accurate (due diligence).
 - Once it is complete and correct, the PIT Lead will take the information and access the URL for the Housing Inventory Chart (HIC) to enter each provider’s specific Point-in-Time counts.
- WISP Providers
 - The lead agency/contact must collect and review the Point-in-Time data submitted by shelter & transitional housing WISP providers.
 - Check the numbers against the **ART report: 0630 – Sheltered/Unsheltered PIT 2013 – v5**. Does it match? If not, is what they told you wrong or what is in WISP wrong? Either way, it needs to be correction and accurate. It should not change once you declare that it is complete.
 - Once it is complete and correct, the PIT Lead will take the information and access the URL for the Housing Inventory Chart (HIC) to enter each provider’s specific Point-in-Time counts.

Step 4: Enter Point-in-Time Data into the Non-WISP form (NW)

- The PIT Lead will access the URL for the Non-WISP (NW) chart to enter the total numbers for households and subpopulation per type (shelter, transitional housing, etc).
- If you take all the information from the HIC for the Non-WISP providers by type (emergency shelter vs. transitional housing) and add them together, it should match what is entered into the Non-WISP form (NW).

Step 5: Completion

- For **non-Balance of State (Milwaukee, Madison, and Racine)**, you will need to contact your COC lead to determine deadlines and process.
- For the **Balance of State**, the Data Committee has voted and agreed to the following:
 - Each COC PIT lead is responsible for sending an email to the Chair of the Data Committee, Carrie.Poser@wisconsin.gov, indicating that he/she has completed the Non-WISP (NW) and Housing Inventory Chart (HIC) on Google Drive.
 - The deadline for this initial email is **Wednesday, August 14th**.
 - After the deadline, the Data Committee will review the submissions and work with the COC PIT lead to ensure accurate reporting occurred. This means making sure WISP, Non-WISP, and the HIC all correspond and work together appropriately. The following committee members have agreed to provide assistance:

▪ Ryan Graham	Dairyland COC	rgecihn@sbcglobal.net
▪ Lori Hallas	NWISH COC	lhallas@fsc-corp.org
▪ Lisa Haen	Kenosha COC	lhaen@khds.org
 - The FINAL deadline for COC complete and correct submission of PIT data is **September 30th**.
 - The BOSCOB Board of Directors will be notified when a COC has not provided complete, accurate and timely submission of PIT data by this deadline. This notification will be reflected in the Evaluation Tool and will mean less points awarded to the COC-funded agencies within that COC as a whole.
 - The Grant Administrator for ETH funds will also be notified when a COC has not provided complete and correct submission of PIT data by this deadline.

(4) Common Problems (post July 2012) ****See Powerpoint****

- Matching what you are putting into the Non-WISP form (NW) and the Housing Inventory Chart (HIC)
- Matching what you are putting into the Housing Inventory Chart (HIC) for your WISP Providers with what is in WISP
- Updating the Housing Inventory Chart (HIC) – bed and unit counts for WISP and Non-WISP agencies/organizations
- Remember to go to your COC tab on the Housing Inventory Chart (HIC) and the Non-WISP form (NW). Do not type over another COC's data.
- Rapid Re-housing Programs – when and how to count participants

(5) Questions??**(6) Resources**

HUD 2013 Housing Inventory Count and Point-in-Time Count of Homeless Persons
<https://www.onecpd.info/resources/documents/2013HICandPITGuidance.pdf>

HUD 2013 Housing Inventory County and Point-in-Time Count of Homeless Persons:
 Supplemental Guidance on Counting Homeless Youth
https://onecpd.info/resources/documents/2013HICandPITGuidance_Youth.pdf

HUD Preparing for Your 2013 Housing Inventory and Point-in-Time Counts
<https://www.onecpd.info/resources/documents/2013HICPIT.pdf>

HUD: A Guide to Counting Sheltered Homeless People
https://www.onecpd.info/resources/documents/counting_sheltered.pdf

HUD: A Guide to Counting Unsheltered Homeless People
https://www.onecpd.info/resources/documents/counting_unsheltered.pdf

(7) Results

HUD's 2012 CoC Homeless Assistance Programs – Housing Inventory Count Report
http://www.hudhre.info/CoC_Reports/2012_wi_bed_inventory.pdf

HUD's 2012 CoC Homeless Assistance Programs – Homeless Populations and Subpopulations
http://www.hudhre.info/CoC_Reports/2012_wi_500_pops_sub.pdf

The 2012 Point-in-Time Estimates of Homelessness: Volume I of the 2012 AHAR
https://www.onecpd.info/resources/documents/2012AHAR_PITestimates.pdf

HUD's PIT and HIC Data Since 2007
<https://www.onecpd.info/resource/3031/pit-and-hic-data-since-2007/>

The State of Homelessness in America 2013
<http://www.endhomelessness.org/library/entry/the-state-of-homelessness-2013>

(8) Links

The Non-WISP form for the July PIT:
<https://docs.google.com/spreadsheet/ccc?key=0AsuWWUqfpyz8dE1JX1k0N1NveGkwT0N6VGfBRVpobFE#gid=0>

The July Housing Inventory Chart (HIC) link will be sent to PIT leads as soon as it is available.