

Point-in-Time Webinar Overview

January 8, 2015

(1) Overview

- What? HUD required count of people experiencing homelessness on a given night (point-in-time)
- When? Overnight January 28th – January 29th
- 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) 2013-2014 – of the 150 possible points, 13 points (9%) have 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 2015 Word Document
- Non-WISP PIT form (NW), will be revised for January 2015 and in Google Docs
- Housing Inventory Chart (HIC), updated monthly and in Google Docs

- (3) **Note:** A revised Point-in-Time Manual will be not be included. HUD requires each HUD recognized COC to develop a COC approved methodology for the Point-in-Time. As such, the process may differ among the 4 COC's in Wisconsin. Each COC is ultimately responsible for ensuring that their specific methodology is HUD compliant.

(4) Basic Data Collection Process

Step 1: Conduct the actual Point-in-Time count (sheltered and unsheltered) in accordance to the COC's approved PIT methodology.

Sheltered Non-WISP

- Count the number of people staying in an Emergency Shelter, Transitional Housing Program, Motel Voucher Program, or Safe Haven that do not use Service Point.
- Organize your data into three main groups: Households with at least one adult and one child, Households without children, and Households of only children.

- Collect the following additional information: age, gender, race, ethnicity, veteran status, and sub-population data (chronic homeless, disabilities, and DV).
- Separate out the number, demographics and sub-population information for all veterans or veteran families and parenting youth (youth age 18-24 who have a child under the age of 18).

Sheltered WISP

- Ensure that the number of people (individuals and families), the ages, gender, race and ethnicity, veteran status, and the sub-population information (chronic homeless, disabilities, and DV) is updated and accurate for anyone staying in Emergency Shelters, Transitional Housing Programs, Motel Voucher Programs, or Safe Havens that use Service Point.

Unsheltered Non-WISP

- Count the number of people (individuals and families) found during a known-location or street count including people identified through surveys from a service-based count.
- Collect the following additional information: age, gender, race, ethnicity, veteran status, and sub-population data (chronic homeless, disabilities, and DV).
- Separate out the number, demographics and sub-population information for all veterans or veteran families and parenting youth (youth age 18-24 who have a child under the age of 18).

Unsheltered WISP

- Ensure that the number of people (individuals and families), the ages, gender, race and ethnicity, veteran status, and the sub-population information (chronic homeless, disabilities, and DV) is updated and accurate for anyone entered into Service Point as a turn-away because they were unsheltered on the night of the Point-in-Time.

Step 2: Review Housing Inventory Chart (HIC)

- (1) COC and PIT leads will have access to the January Housing Inventory Chart (HIC) on Google Drive.
- (2) Non-WISP providers
 - a. Each Non-WISP provider must review their information including units and beds listed on the HIC.
 - b. Update the number of beds, units, type of units, overflow/vouchers, etc. as necessary.
 - c. 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.
 - d. 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.
- (3) WISP Providers
 - a. Each Service Point provider must review their information including units and beds listed on the HIC.
 - b. 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.

- c. 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)

(1) 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.

(2) 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: TBD** . Does it match? If not, is what they told you wrong or what is in WISP wrong? Either way, it needs to be correct 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)

- (1) 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).
- (2) 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

- (1) For **non-Balance of State (Milwaukee, Madison, and Racine)**, you will need to contact your COC lead to determine deadlines and process.
- (2) For the **Balance of State**, the PIT Committee will decide the final deadlines for the January PIT count and send that information out separately. At minimum the following is true:

- a. Each COC PIT lead is responsible for sending an email to the Chair of the PIT Committee, carrie.poser@icalliances.org, indicating that he/she has completed the Non-WISP (NW) and Housing Inventory Chart (HIC) on Google Drive.
- b. The deadline for this initial email is **TBD** .
- c. After the deadline, the PIT 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 provided assistance:
TBD
- d. The FINAL deadline for COC complete and correct submission of PIT data is **TBD**
 - 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 **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 Service Point
- 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
- Youth – parenting youth vs. unaccompanied youth
- The 3 main categories vs. the subs-sets of each

(5) Questions??

(6) Resources

HUD Guidance: 2015 PIT Count Poster

<https://www.hudexchange.info/resource/4037/2015-pit-count-poster/>

HUD Guidance: Notice for Housing Inventory Count (HIC) and Point-in-Time (PIT) Data Collection for Continuum of Care (CoC) Program and the Emergency Solutions Grants (ESG) Program 2015

<https://www.hudexchange.info/resources/documents/Notice-CPD-14-014-2015-HIC-PIT-Data-Collection-Notice.pdf>

HUD Guidance: Point-in-Time Count Methodology Guide (September 2014)

<https://www.hudexchange.info/resource/4036/point-in-time-count-methodology-guide/>

(7) Results

HUD's COC Homeless Population and Subpopulation Reports

https://www.hudexchange.info/manage-a-program/coc-homeless-populations-and-subpopulations-reports/?&filter_year=&filter_scope=&filter_state=&filter_coc=¤t_page=2

HUD's COC Housing Inventory Count Reports

https://www.hudexchange.info/manage-a-program/coc-housing-inventory-count-reports/?&filter_year=&filter_scope=&filter_state=&filter_coc=¤t_page=1

HUD's 2014 Continuum of Care Homeless Assistance Programs Homeless Populations and Subpopulations – State of Wisconsin

https://www.hudexchange.info/reports/CoC_PopSub_State_WI_2014.pdf

HUD's 2014 Continuum of Care Homeless Assistance Programs Housing Inventory Count Report – State of Wisconsin

https://www.hudexchange.info/reports/CoC_HIC_State_WI_2014.pdf

HUD's PIT and HIC Data Since 2007

<https://www.hudexchange.info/resource/3031/pit-and-hic-data-since-2007/>

The State of Homelessness in America 2014

<http://www.endhomelessness.org/library/entry/the-state-of-homelessness-2014>

(8) Links

The Non-WISP form for the January 2015 PIT: **TBD**

The Housing Inventory Chart (HIC) for January 2015: **TBD**