

---

# NY-501 2023 POINT IN TIME AND HOUSING INVENTORY PROCESS

---

The CoC interim rule provides Continuums of Care abide by certain requirements. The requirement of conducting a bi-annual point in time count of homeless persons is stated below:

***Section 578.7(C2)*** Planning for and conducting, at least biennially, a point-in-time count of homeless persons within the geographic area that meets the following requirements: (i) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons. (ii) Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons. (iii) Other requirements established by HUD by Notice.

The HMIS Lead (Catholic Charities of Chemung & Schuyler Counties) and Collaborative Applicant (CARES of NY, Inc.), in compliance with the above sections of the CoC Interim Rule, coordinate with the community to implement the Point-in-Time (PIT, sheltered and unsheltered) and the Housing Inventory Chart (HIC) as outlined below.

## **2023 Point in Time Process**

The PIT is a count of sheltered and unsheltered homeless persons on a single night in January. Continuums of Care conduct an annual count of homeless persons who are sheltered (residing in an emergency shelter, transitional housing or Safe Haven the night of the count) and those who are unsheltered (living on the street or in a place not meant for human habitation).

### **Sheltered Count**

- Collaborative Applicant will send an email to the community alerting all members about the date of the count
- HMIS Lead will conduct outreach to HMIS participating agencies to ensure data quality prior to pull
- HMIS Lead will coordinate with non-participating HMIS agencies (including agencies serving victims of domestic violence) to review data collection form
- HMIS Lead will pull data from HMIS for participating agencies
- HMIS Lead will collect data from non-participating HMIS agencies (including agencies serving victims of domestic violence) using the data collection form
- HMIS Lead will aggregate data using workbook provided by the Collaborative Applicant
- Collaborative Applicant will review all data with HMIS Lead prior to entering into HDX
- Collaborative Applicant enters all information into HDX
- Collaborative Applicant will draft a Data Memo for community review
- April 30, 2022 (anticipated) – HMIS Lead submits HIC/PIT to HUD

### **Unsheltered Count Process**

- County leads are identified by Collaborative Applicant

- County leads will complete methodology forms and return to the Collaborative Applicant AND HMIS Lead
- County leads will conduct outreach to service providers
- Collaborative Applicant will conduct a webinar to review PIT/HIC general information and unsheltered survey tool
- Collaborative Applicant sends email to CoC memberships confirming date for PIT Count
- January X, 2023 – PIT lead will complete methodology forms and return to Collaborative Applicant and HMIS Lead
- January X, 2023 – Collaborative Applicant to touch base with leads to review methodology and hotspot locations for count
- January X, 2023 – Collaborative Applicant sends email to CoC HIC-PIT participants as a reminder that one week until PIT Count
- January X, 2023 – Collaborative Applicant sends email to CoC HIC-PIT participants as a reminder that tomorrow is the PIT Count
- January X, 2023 – County leads conduct Unsheltered PIT Count
- All Unsheltered PIT forms due to the County leads by <1 week after PIT count>
- County leads for those noted as unsheltered AND unstably housed sent to HMIS Lead by <3 weeks after PIT count>
- HMIS Lead will forward a spreadsheet of collated unsheltered count data (not including those unstably housed) to Collaborative Applicant by mid-March
- Collaborative Applicant enters all information into HDX
- Collaborative Applicant will draft a Data Memo for community review
- April 30, 2022 (anticipated) – HMIS Lead submits HIC/PIT to HUD

### **2023 Housing Inventory Chart**

On the same day of the Point in Time Count, the CoC collects information to complete the HUD required Housing Inventory Chart (HIC) report. The HIC is an inventory of all dedicated homeless beds including emergency shelter, transitional housing, safe haven, permanent supportive housing and rapid rehousing beds.

- Collaborative Applicant sends HIC data collection worksheet to HMIS Lead to use in order to review/confirm/update information
- HMIS Lead pulls relevant information per project to complete data collection for all HMIS participating agencies
- HMIS Lead works with agencies to confirm HMIS program set-up information (including program name, address, program type and unit/bed number)
- HMIS Lead coordinates with non-participating HMIS agencies to gather required HIC data
- HMIS Lead enters information in HDX
- Collaborative Applicant will draft a Data Memo for community review
- April 30, 2022 (anticipated) – HMIS Lead submits HIC/PIT to HUD