
2024 POINT IN TIME AND HOUSING INVENTORY PROCESS/DATA QUALITY PLAN

The CoC interim rule documents requirements that Continuums of Care must abide by. One such requirement is to conduct a bi-annual point in time count of homeless persons.

Section 578.7(C2) States the CoC must: *Plan for and conduct, 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 Collaborative Applicant and HMIS Lead (CARES of NY, Inc.), in compliance with the above sections of the CoC Interim Rule, coordinates with the community to implement the Point-in-Time (PIT, sheltered and unsheltered) and the Housing Inventory Chart (HIC) as outlined below.

2024 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 markets PIT date to the community
- HMIS Lead drafts data review to ensure data quality prior to the count
- HMIS Lead conducts outreach to HMIS participating agencies to ensure data quality
- HMIS Lead coordinates with non-participating HMIS agencies (including those serving victims of Domestic Violence) to review data collection form
- HMIS Lead provides data collection technical assistance with both participating and non-participating HMIS Agencies
- HMIS Lead aggregates data
- HMIS Lead enters data into HDX
- April 2024 – Collaborative Applicant will post HIC/PIT Data Memo to CARES' website for community review
- April 30, 2024 (anticipated) – HMIS Lead submits HIC/PIT to HUD

Unsheltered Count Process

- Collaborative Applicant holds meeting with Unsheltered PIT Leads to discuss PIT date, methodology forms, and survey tools from the previous year.
- Collaborative Applicant send e-mail sent to CoC memberships confirming date for PIT Count.
- PIT lead completes methodology forms and return to Collaborative Applicant.

- Collaborative Applicant touches base with leads to review methodology and hotspot and excluded locations for count.
- Collaborative Applicant sends emails to CoC HIC-PIT participants one week and one day in advance, as a reminder of the PIT Count.
- Unsheltered PIT Lead conducts PIT Count with service providers and volunteers.
- Service providers and volunteers send their data collection forms to the Unsheltered PIT Lead.
- Unsheltered PIT Lead sends aggregated data to Collaborative Applicant.
- Collaborative Applicant hosts an Unsheltered PIT Lead debriefing.
- April 2024 – Collaborative Applicant will post HIC/PIT Data Memo to CARES’ website for community review
- April 30, 2024 (anticipated) – HMIS Lead submits HIC/PIT to HUD.

2024 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.

- HMIS Lead sends community agencies draft HIC information for confirmation (including program name, address, program type, unit/bed number, and any beds dedicated to specific populations)
- HMIS Lead coordinates with non-participating HMIS agencies to gather required data
- HMIS Lead provides data collection technical assistance with both participating and non-participating HMIS Agencies
- HMIS Lead aggregates data
- HMIS Lead enters data into HDX
- April 2024 – Collaborative Applicant will post HIC/PIT Data Memo to CARES’ website for community review
- April 30, 2024 (anticipated) – HMIS Lead submits HIC/PIT to HUD