NY-511
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 CoC HMIS Lead (Northern Creations) and Planning Lead/Team (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 (sheltered and unsheltered) Count and Housing Inventory Chart (HIC) as outlined below.

2024 Point in Time (PIT) Count Process

The PIT is a count of sheltered and unsheltered homeless persons on a single night within the last 10 days 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

- CoC Planning Lead markets PIT/HIC date to community stakeholders
- CoC Planning Lead revises previous year's sheltered data collection form for non-HMIS participating agencies (i.e. DSS's and DV providers)
- CoC Planning Lead collects data from and provides data collection technical assistance to non-participating HMIS agencies
- HMIS Lead conducts outreach to HMIS participating agencies to ensure data quality
- HMIS Lead aggregates both HMIS participating and non-participating data and enters Sheltered data into HDX
- HMIS Lead will then let the Planning Lead know it is available for analysis and review
- CoC Planning Lead will draft a memo comparing 2023 and 2024 HIC and PIT data for community review

Unsheltered Count

- CoC Planning Lead provides technical assistance and training on HUD's unsheltered PIT best practices
- PIT Task Force Lead provides training to county-level Unsheltered PIT Leads regarding utilizing HUD's observation tool and survey, training volunteers, etc. (note: indicated by county-level Unsheltered PIT Leads not needed this year)
- Planning Lead and PIT Task Force Lead touch base with county-level Unsheltered PIT leads to review methodology and hotspot and excluded locations for count.
- All surveys are returned to PIT Task Force Lead and then shared and reviewed with the HMIS Lead
- Review Panel (including PIT Task Force Lead, HMIS Lead, Planning Lead, and community representatives) convenes to review surveys and ensure deduplication
- HMIS Lead enters unsheltered count into HDX
- HMIS Lead will then let the Planning Lead know it is available for analysis and review
- CoC Planning Lead will draft a memo comparing 2023 and 2024 HIC and PIT data for community review

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 pulls relevant information per project to complete data collection for all HMIS participating agencies
- HMIS Lead confirms HMIS participating and non-participating program set-up information (including program name, address, program type and unit/bed number)
- HMIS Lead will then let the Planning Lead know it is available for analysis and review
- CoC Planning Lead will draft a memo comparing 2023 and 2024 HIC and PIT data for community review