Point In Time and
Housing Inventory Count Process

Carolina Homeless Information Network

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Background

- BSI provides 3 Pit/HIC reports
  - Pit report – ES, TH client count & demographics
  - HIC Supplement – PSH, RRH client count and demographics
    - 2014 report included only RRH clients who had project entry <u>and</u> services
    - 2015 report methodology not fully known
      - May be based on "If yes, date of move-in" (move into PH)
      - Not clear whether it will take into account services
  - Housing Inventory Count – Number of ES, TH, PSH beds
    - RRH beds are based on HIC Supplement
  - NCCEH compiles county and state-wide statistics for ES, TH, PSH and RRH clients
    - Includes some information not in BSI Pit/HIC (e.g. # of adults entering homeless program from jail, etc.)

Pit Proposed Process *(ES, TH)*

- Jan 8 - Create the NC Pit form, conduct Pit trainings – NCCEH
- Jan 12 - Provide users Pit data quality check report – CHIN
- Early Feb - BSI releases Pit reports
- BSI release + 3 bus. days - Check Bowman Pit vs. NC Pit form - NCCEH
    - May update NC Pit form
    - May request report modification through Data Cmte process
- BSI release + 3 bus. days - Modify Bowman Pit – CHIN
    - Cosmetic changes as needed (formatting, clarifying instructions)
    - Add Residence Prior to Project Entry field to report, but perform <u>no calculations</u> on this field
- BSI release + 5 bus. days - Create crosswalk/training between Pit report and NC Pit form – NCCEH
- BSI release + 5 bus. days - Provide Pit report (and instructions for running it) to users – CHIN
- Ongoing - Answer questions about the Pit report – CHIN
- Ongoing - Answer questions about NC Pit form – NCCEH

HIC Proposed Process *(PH, RRH)*

- Early Feb - BSI releases HIC reports
- Feb 4 (or special mtg) – Review BSI HIC Supplement (RRH); determine how to count RRH clients – Data Cmte
- Data Cmte Mtg + 3 bus. days - Check HIC vs. NC Pit form - NCCEH
    - May update NC Pit form
    - May request report modification through Data Cmte process
- Data Cmte Mtg + 3 bus. days - Modify BSI HIC, HIC supplement – CHIN
    - Cosmetic changes as needed (formatting, clarifying instructions)
- Data Cmte Mtg + 5 bus. days - Create crosswalk/training between Pit report and NC Pit form – NCCEH
- Data Cmte Mtg + 5 bus. days - Provide Pit report (and instructions for running it) to users – CHIN
- Ongoing - Answer questions about the HIC reports – CHIN
- Ongoing - Answer questions about NC Pit form – NCCEH

Point in Time and HIC Data Quality Report

- None of our existing reports include all the Pit and HIC Supplement fields

- Recommend using modified version of either:

  - Raw Data Entries or

  - Data Completeness Report Card (Client Tab only)

- See Point in Time fields comparison.docx for details

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