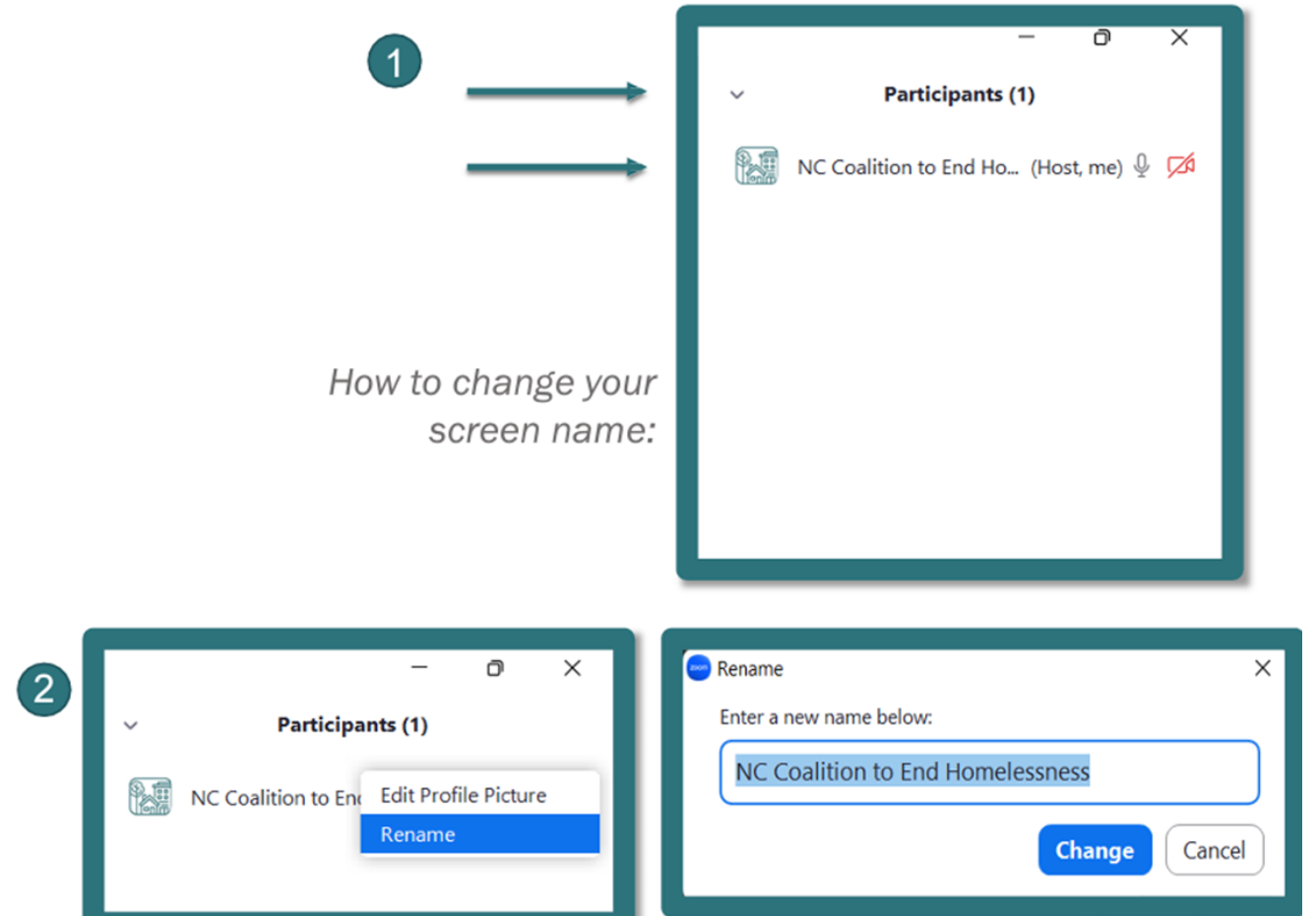


Unsheltered Access Coordinator Planning & Training

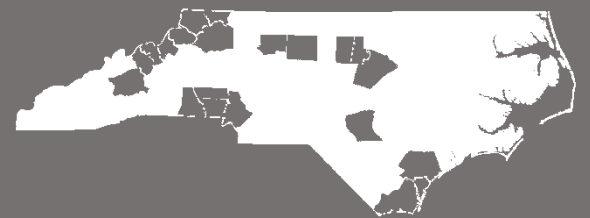
January 13, 2026

Roll Call

- We will conduct Roll Call for Regional UACs.
- All participants should enter their full names, so we can document their participation in the minutes.



Agenda

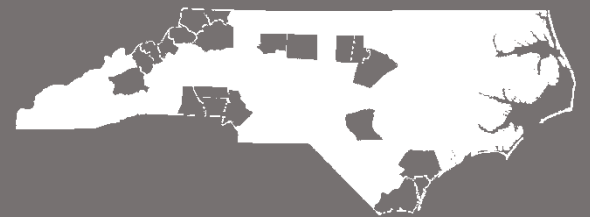


Agenda

- Unsheltered PIT Count
 - Updated Forms
 - Timeline Review
 - Supply Orders
- Contact Report
- Data Quality Flags
- Reminders



Unsheltered PIT Count



Updated Forms

- HUD confirmed on December 17 that they are not requiring sex or gender to be reported for the PIT count this year.
We updated the Unsheltered PIT Form to remove those questions to minimize data collection.
- If you printed your forms before December 17, please re-print them!
- <https://ncceh.org/coordinated-entry/>



Unsheltered Count

- Unsheltered household are counted through the regional by-name list – this is extremely important in your work of connecting households YEAR ROUND to coordinated entry!
- For an unsheltered household to be counted for the unsheltered PIT they must appear on the regional by-name list and have BOTH of the following:
 - A current living situation listed as a place not meant for habitation AND
 - A current living situation date of the date of PIT (usually the last Wednesday in January)



Unsheltered Count

Three ways households can be counted for unsheltered PIT

1. Unsheltered household located on night of PIT and survey was completed with the household and they were entered into HMIS and the by-name list
2. Unsheltered household is currently on the by-name list and is contacted on the night of/day after unsheltered PIT and their current living situation is verified as place not meant for habitation for the night of PIT
3. Survey is completed with unsheltered household (up to seven days after PIT) and their sleeping location on night of PIT is confirmed as unsheltered



Unsheltered Count Timeline

October &
November

- Plan outreach, data collection, data input
- Recruit

December

- Review BNL for unsheltered households
- Outreach to unsheltered households on BNL

January

- Training on outreach, data collection, and data input



Unsheltered Count Timeline

February 4

- PIT NIGHT
- Identify unsheltered households and collect data

February 4-
11

- Continue to identify households who were unsheltered on **FEBRUARY 4th** and collect data (through outreach and BNL review)

February
18

- All data for households who experienced unsheltered homelessness on FEBRUARY 4th is entered into HMIS

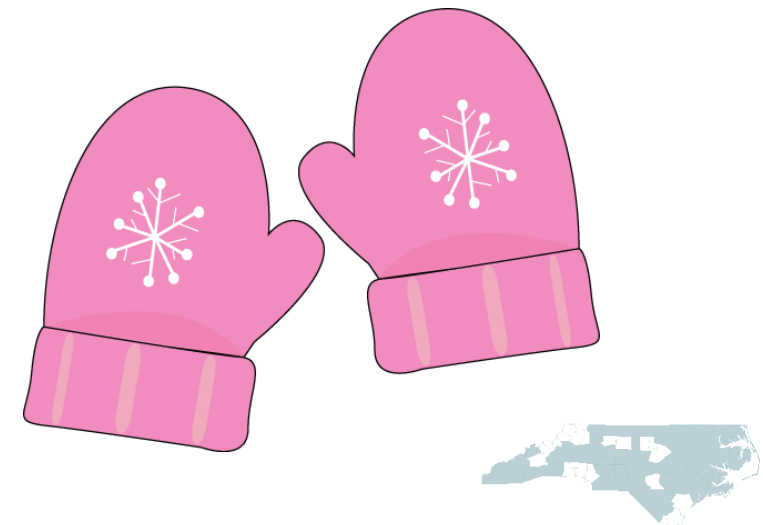


Supply Orders: Next Steps

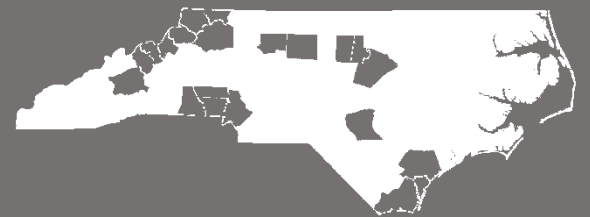
Items will be shipped to arrive no later than two weeks before PIT night

For questions about your order, email: raven.hallow@ncceh.org

Don't forget to solicit local faith organizations, civic groups, Girl Scouts, etc. as a source for additional materials to distribute during PIT.



Contact Report



B005 Unsheltered Contact Information

- Report includes Date, Phone Number, Email Address
- Review for duplicates and most recent contact information

Client ID	Last Name	First Name	Contact Info Date Added	Primary Phone Number	Secondary Phone Number	Email Address
1059474	A	A	10/24/2024	910.389.2411		
1058505	B	B	9/25/2024	910.507.0191		
1056118	C	C	8/22/2024	252-284-1221		
1010123	D	D	8/5/2020	910-548-2062		
1058518	E	E	9/25/2024	704-352-8432		
497696	F	F	7/14/2021	910.381.9572		
497696	F	F	6/10/2024	771-213-8792		



B005 Unsheltered Contact Information

- Report includes Provider
- Have listed Provider contact household and ask about their living situation on the night of January 28, 2026

Provider (Contact Info)
Williams Outreach and Consulting - Onslow County - Access Point Project - SSO - Private(20029)
NC Balance of State - HACC (Region 13) Coordinated Entry Project(20025)
NC Balance of State - HACC (Region 13) Coordinated Entry Project(20025)
Gates to Change Outreach - Onslow County - SSO - Private(20596)
Asheville Buncombe Community Christian Ministries - Region 13 - Street Outreach - SO - PATH(20538)
NC Balance of State - HACC (Region 13) Coordinated Entry Project(20025)

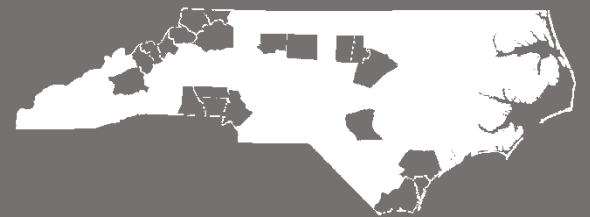


B005 Unsheltered Contact Information

- If the household reports they were in a place not meant for habitation on the night of January 28, 2026 the provider will:
 - Back date mode to 01/28/2026
 - Add an interim update to their project
 - Record Current Living Situation for place not meant for habitation
 - Save & Exit



Data Quality Flag Report



Data Quality Review Process

- NCCEH reviews Unsheltered PIT data entry each week after PIT night
- Data required to be entered by Feb 11
- Data cleaning until end of March
- NCCEH submits data in April
- Clients with incomplete information should be exited
- We also send summary counts by county for each region



Example of Data Quality Flags report

DQ_flag_type	HouseholdID	client_id	ProjectName	EntryDate	calc_locati	hh_cls	hh_cls_infodate
verify Current Living Situation Date	h_1219256	1050075	Blue Ridge Community	01/31/2024	Henderson	Place not meant for l	02/05/2024
verify Current Living Situation Date	h_1219256	1050078	Blue Ridge Community	01/31/2024	Henderson	Place not meant for l	02/05/2024
verify Current Living Situation Date	s_1201518	1041918	Blue Ridge Community	07/21/2023	Transylvania	Place not meant for l	02/01/2024
verify Current Living Situation Date	s_1215107	297885	Blue Ridge Community	12/26/2023	Henderson	Place not meant for l	02/02/2024
verify Current Living Situation Date	s_1215107	297885	Blue Ridge Community	12/26/2023	Henderson	Place not meant for l	02/05/2024
verify gender	s_1219985	1050372	NC Balance of State - Sc	01/31/2024	Transylvania	Place not meant for l	01/31/2024
verify veteran status	s_1219985	1050372	NC Balance of State - Sc	01/31/2024	Transylvania	Place not meant for l	01/31/2024
verify veteran status	s_1220044	1050415	NC Balance of State - Sc	01/31/2024	Transylvania	Place not meant for l	01/31/2024
verify gender	s_1220059	1050419	NC Balance of State - Sc	01/31/2024	Transylvania	Place not meant for l	01/31/2024
verify veteran status	s_1220059	1050419	NC Balance of State - Sc	01/31/2024	Transylvania	Place not meant for l	01/31/2024
missing Date of Birth or DOB_quality	s_1220075	1050427	NC Balance of State - Sc	01/31/2024	Rutherford	Place not meant for l	01/31/2024
verify gender	s_1220075	1050427	NC Balance of State - Sc	01/31/2024	Rutherford	Place not meant for l	01/31/2024
verify veteran status	s_1220075	1050427	NC Balance of State - Sc	01/31/2024	Rutherford	Place not meant for l	01/31/2024
verify gender	s_1220077	1050428	NC Balance of State - Sc	01/31/2024	Rutherford	Place not meant for l	01/31/2024
verify veteran status	s_1220077	1050428	NC Balance of State - Sc	01/31/2024	Rutherford	Place not meant for l	01/31/2024

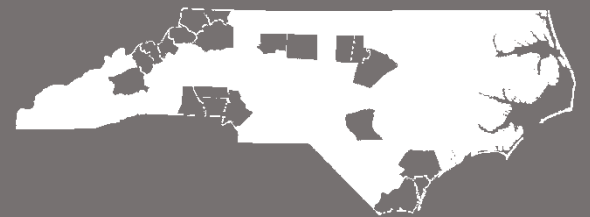


Counts

NCCounty	hh_cls	hh_cls_infodate	total
Henderson	Place Not Meant for Human Habitation	01/31/2024	117
Rutherford	Place Not Meant for Human Habitation	01/31/2024	11
Transylvania	Place Not Meant for Human Habitation	01/31/2024	53



Reminders



Reminders

- Unsheltered PIT on January 28, 2026
- Back@Home SSO Funds
- Next UAC Planning/Training: February 10 at 1 PM

