

NORTHEAST MINNESOTA CONTINUUM OF CARE 2023 HOMELESS POINT-IN-TIME COUNT INSTRUCTION GUIDE

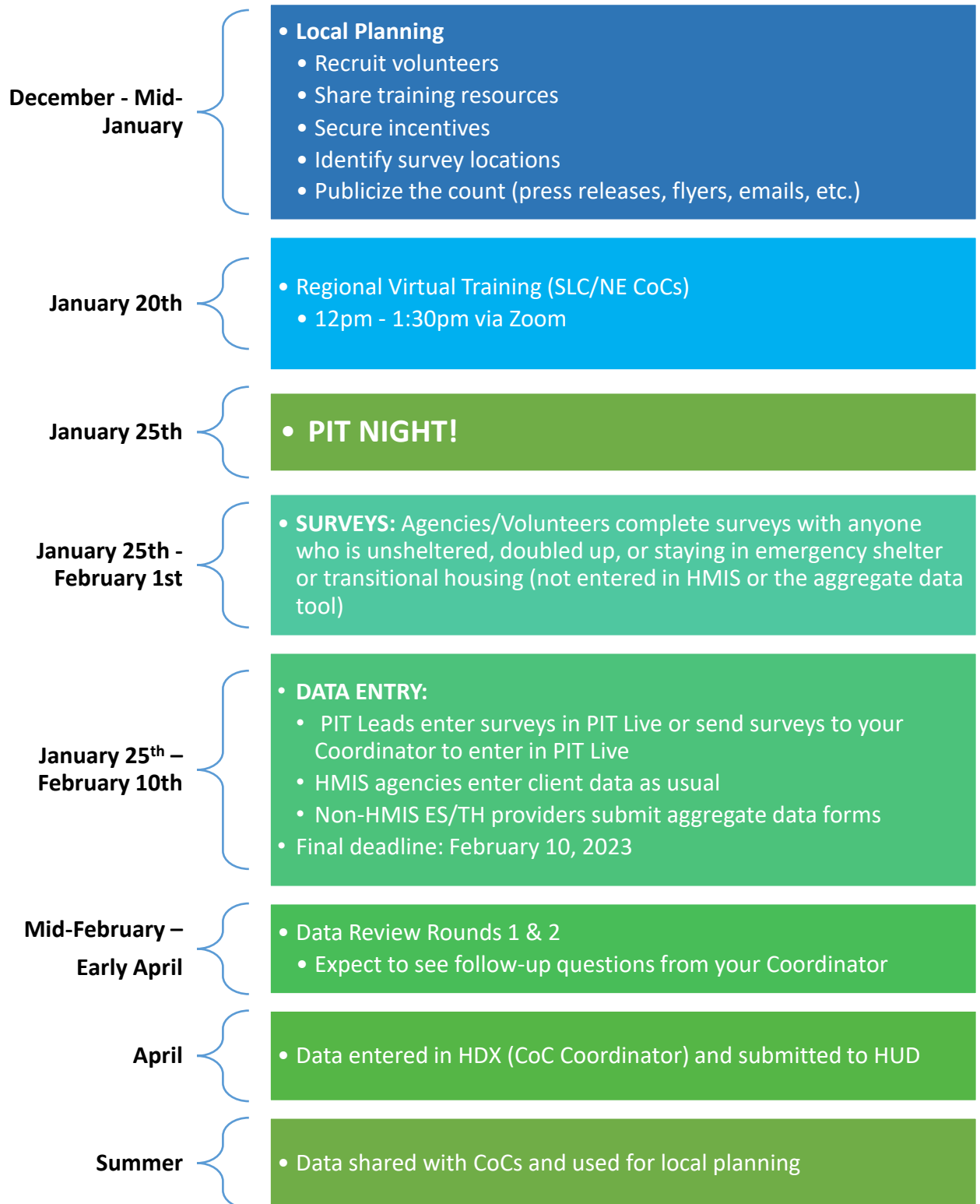
PIT NIGHT: Wednesday, January 25, 2023

PIT CONTACTS

Region	PIT Lead	Contact Information
Regional (NE CoC)	Cara Oakland, CoC Co-Coordinator	clundquist@live.com
Aitkin County	Rachel Anderson, Lakes and Pines	rachela@lakesandpines.org
	Jenny Erdmann, Lakes and Pines	jennye@lakesandpines.org
Carlton County	Rachel Anderson, Lakes and Pines	rachela@lakesandpines.org
	Jenny Erdmann, Lakes and Pines	jennye@lakesandpines.org
Itasca County	Gail Beckman, KOOTASCA	gailb@kootasca.org
	Dustin Witkofsky, Grace House	dustin@gracehousemn.org
	Julee Jackson, Grace House	julee@gracehousemn.org
Koochiching County	Ariana Daniel, Servants of Shelter	ariana@servantsofshelter.org
Lake/Cook Counties	Angela Neal, AEOA	angela.neal@aeoa.org

HMIS Questions: ICA (HMIS Helpdesk) mnhmis@icalliances.org

NE COC PIT TIMELINE



PIT RESOURCES & TRAINING

STATEWIDE RESOURCES & TRAINING

Institute for Community Alliances (ICA) has PIT resources and training materials available on the HMIS website.

[ICA Point-in-Time Count Training & Resources](#)

All PIT Surveyors should review the following training videos prior to the PIT Count:

- [Point-in-Time Count General Information](#)
- [Conducting the PIT Survey: Paper Survey](#)
- [Conducting the PIT Survey: Interview Techniques](#)
- [PIT Live Data Entry](#) (for anyone entering surveys in PIT Live)

Available Tools Include:

- [CoC & PIT Lead Administration Guide](#) ← PIT Leads should review this guide prior to PIT night to better understand your role in the PIT.
- [PIT Survey \(Short\)](#) ← The NE CoC will only use the short survey in 2023.
- [Surveyor Instruction Guide](#) ← Review this before completing surveys.
- [One Page Survey Guide](#) ← Quick tips for completing surveys (including Household ID guidance)
- [Observation Tool](#) ← Use for **unsheltered individuals** who you cannot complete surveys with. Any observation tools completed for individuals who are not unsheltered cannot be included in the final PIT numbers.
- [PIT LIVE Link](#) ← PIT Surveys are entered here by PIT Leads OR the CoC Coordinator.
 - Reminder: Surveys entered before January 25th will not be counted in PIT Live
- [Household ID Quiz](#) ← Test your knowledge for creating a household ID before it's time to complete surveys!

REGIONAL TOOLS & RESOURCES

- [PIT flyer template](#)
 - Fill in information for your county/tribe or ask your CoC Coordinator for assistance
 - Distribute to local agencies and in areas in your community where people experiencing homelessness may likely be
- [PIT flyer template \(event\)](#)
 - You can use this if you're hosting an event (i.e. dinner, community event)
 - Fill in information for your county/tribe or ask your CoC Coordinator for assistance

- [Press release template](#)

A regionwide virtual training will be held from 12pm – 1:30pm on Friday, January 20, 2023. All PIT surveyors are strongly encouraged to attend. Please let your CoC Coordinator know if you would like a recording of this training.

OTHER INFORMATION AND HELPFUL REMINDERS

COUNTING HOUSEHOLDS IN ES AND TH PROGRAMS

- **Clearly indicate which project people are staying in on your survey** - Be sure to identify the specific shelter or transitional housing project that an individual is staying in – this includes if they are staying in a hotel paid for by a service provider. If an individual completing the PIT survey reports staying in an emergency shelter (ES) or transitional housing (TH) program, please follow up to identify the specific shelter or housing program.
 - If the household was staying in a hotel/motel that was paid for by a program, identify the name of the program on the survey. Provide a contact for the program who can respond to follow-up questions if needed.
 - HUD requires us to report all ES and TH program beds when we submit the PIT and HIC (Housing Inventory Count). If we don't know the ES or TH program where the household stayed, we cannot include them in the count.
- Group homes and adult foster care settings are not considered transitional housing. These are permanent housing settings.
- Providers should not submit Non-HMIS PIT data (complete surveys or enter aggregate data) for clients who are also entered in HMIS.
 - Example: Your shelter has 10 beds that are entered in HMIS. You also provide hotel/motel vouchers that are not entered into HMIS because it's not required by your funder. You would complete surveys or enter aggregate data for your hotel vouchers and you would enter data for your shelter beds in HMIS *business as usual*.

COLLECTING AND STORING SURVEYS

- PIT Leads are responsible for collecting all paper surveys in your county/tribe and ensuring they are entered in the PIT Live tool or securely sent to your CoC Coordinator to enter in the PIT Live tool by the deadline.
- Surveys should be stored in a secure location. I request that PIT Leads hold on to surveys until after the PIT data is submitted to HUD in case there is a need to reference the surveys during the data quality process.

HOUSING INVENTORY COUNT (HIC)

- The Housing Inventory Count (HIC) is an inventory of provider programs within a CoC that provide beds and units dedicated to serve people experiencing homelessness.
- HIC inventory is for the same night as the PIT Count.
- The HIC includes all housing projects (regardless of funding source) where:
 - The primary intent of the project is to serve homeless persons
 - The project verifies homeless status as part of its eligibility determination
 - The actual project clients are predominantly homeless (or, for permanent housing, were homeless at entry)
- All emergency shelter and transitional housing projects that are included on the HIC will also report numbers for the sheltered PIT Count.
 - The number of sheltered people counted in the PIT must equal the total number of sheltered people (in ES & TH projects) on the HIC.
- People included in the sheltered PIT Count must be staying in an emergency shelter or transitional housing project that is eligible to be included in the HIC.

PROJECTS INCLUDED IN THE HIC

Included	Not Included
<ul style="list-style-type: none"> • Emergency shelters, including hotel or motel units and campground spaces paid for with an emergency shelter voucher. • Transitional housing for homeless persons • Rapid re-housing programs that provide short- or medium-term assistance to homeless persons. • All permanent supportive housing for formerly homeless persons, such as SHP, S+C, or SRO Mod Rehab. • Residential programs for the homeless funded by private organizations. • Faith-based residential programs for the homeless. • Interfaith hospitality networks serving homeless persons. 	<ul style="list-style-type: none"> • Tenant-based housing provided by the Housing Choice Voucher program, unless the voucher(s) has been exclusively dedicated to serving homeless persons. • Project-based public housing, unless the housing has been exclusively dedicated to serving homeless persons. • Medical facilities, such as hospitals, psychiatric facilities, and nursing homes, where persons are admitted for care. • Jails, prisons or juvenile detention facilities. • Foster care homes or foster care group homes. • Market rate units that happen to accept formerly homeless persons. • Chemical dependency facilities, such as substance abuse treatment facilities and detox centers.