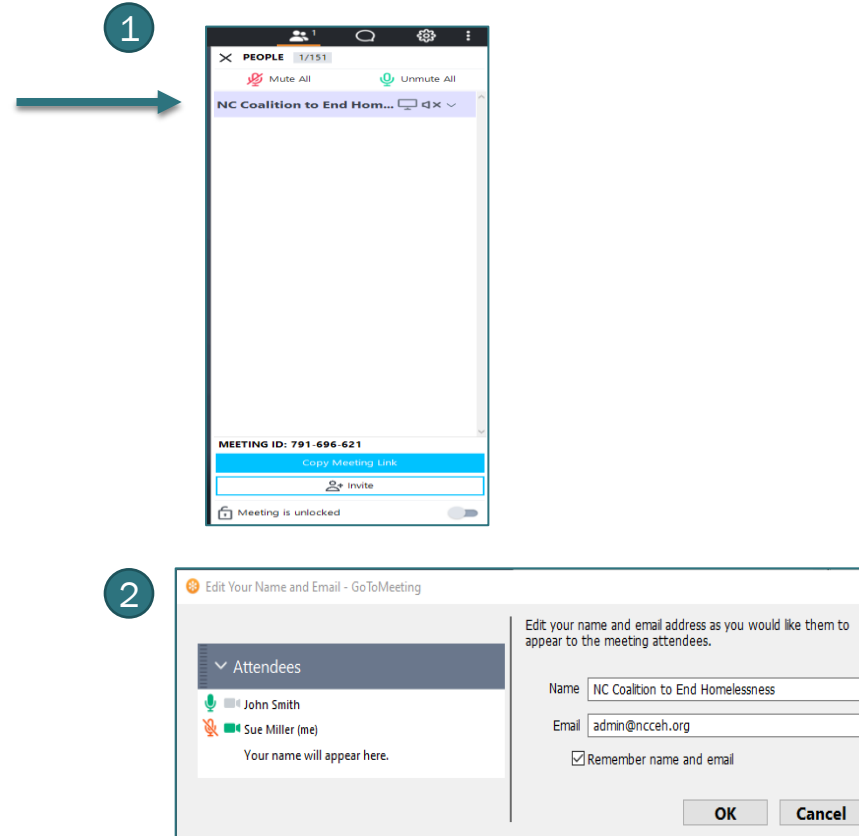


# Coordinated Entry Council Meeting

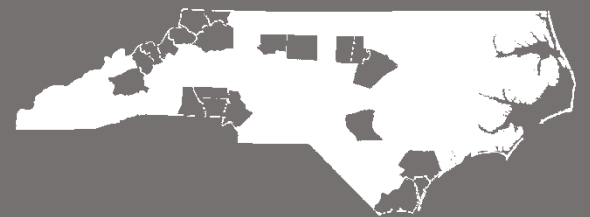
## January 23, 2023

# Roll Call

- We will conduct Roll Call for CE Leads and statewide representatives.
- All participants should enter their full names, so we can document their participation in the minutes.



# Agenda

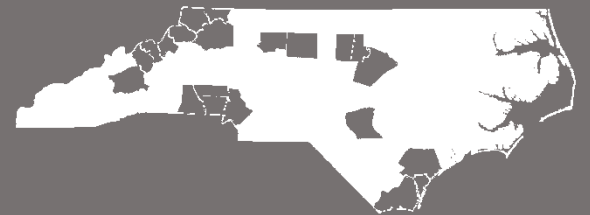


# Agenda

- Unsheltered PIT
  - Roles and Responsibilities
  - Data and Reports
  - Gift Cards
  - Street Outreach
- CE APR Clean-up
- EHV Updates



# Point In Time 2023



# PIT Roles and responsibilities

## Unsheltered Access Coordinators

- Regional point person for Unsheltered PIT Count
- Develop and oversee regional Unsheltered PIT Count plan
- Coordinate with regional CE Lead for data entry and reports
- Ensure data collection happens on all people experiencing unsheltered homelessness and data gets entered in HMIS
- Provide training to providers/organizations/stakeholders as needed
- Respond to NCCEH communication and questions on count



# PIT Roles and responsibilities

## CE Lead

- Partner with Unsheltered Access Coordinator to help support planning and action as needed
- Run and send BNL and contact report as needed
- Help with unsheltered count data entry as needed
- Help leverage relationships as needed



# Unsheltered PIT Data Collection Form

Introduce yourself!

## **BoS Unsheltered PIT Data Collection**

How to connect a person living unsheltered with Coordinated Entry during the Unsheltered PIT (1/25/2023)

**1.** Identify yourself and explain the purpose of your questions.

“Hello, my name is \_\_\_\_\_, and I am helping connect persons experiencing homelessness to resources in the community. Can I ask you some questions and provide some information on shelters in your area or how to get connected to a system in your area for permanent housing?”

If the person does not agree, thank the person for their time and move on.





# Unsheltered PIT Data Collection Form

Determine homeless and unsheltered status

If the person agrees, ask:

- A. Has anyone asked you questions about experiencing homelessness?
- B. Where are you sleeping tonight or on the night of 1/25/2023 (if during the week after that)?
- C. Ask client if they are currently sleeping unsheltered\* or were on the night of 1/25/2023 (if in the week after that).

\*Unsheltered means sleeping in places not meant for human habitation, which include:

Streets, parks, alleys, parking ramps, parts of the highway system, transportation depots and other parts of transportation systems (e.g., subway tunnels, railroad cars), all-night commercial establishments (e.g., movie theaters, laundromats, restaurants), abandoned buildings, building roofs or stairwells, chicken coops and other farm outbuildings, caves, campgrounds, vehicles, and other similar places.



# Unsheltered PIT Data Collection Form

Get verbal consent to the ROI and complete assessment/data collection

2. If the client is/was sleeping somewhere unsheltered on 1/25/23, please use verbal Release of Information (ROI) script to get consent to the ROI and complete one of the following:
  - A. ONLY if you have been trained on the VI-SPDAT, then please complete both the VI-SPDAT assessment and information below with the client (as much as possible).
  - B. If you have NOT been trained on the VI-SPDAT, then please only complete information below with the client (as much as possible).

☐ Check this box to confirm client/household has consented to the ROI. If no consent given and/or refused leave unchecked.



# Unsheltered PIT Data Collection Form

Collect information but only if unsheltered!

**Client Information:**

DATE OF DATA COLLECTION									
		/			/				
Month			Day			Year			

HMIS CLIENT ID - For HMIS Users only							

CURRENT LIVING SITUATION - Where was the client living during this contact with the client?	
location	<input type="checkbox"/> Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)
	<input type="checkbox"/> Other location: <b>please do not continue with this form!!!!</b>

NAME (First, Middle, Last, Suffix)	
First Name	
Middle Name	
Last Name	
Suffix (Jr, Sr, III)	

NAME DATA QUALITY
<input type="checkbox"/> Full name reported
<input type="checkbox"/> Partial, street name or code name
<input type="checkbox"/> Client doesn't know (CDK)
<input type="checkbox"/> Client refused (CR)
<input type="checkbox"/> Data Not Collected (DNC)



# Unsheltered PIT Data Collection Form

Collect demographics

<b>SOCIAL SECURITY NUMBER/ LAST 4 (Encouraged)</b>	<b>Data Quality Status</b>				
	<input type="checkbox"/> Full Reported	<input type="checkbox"/> Approx. or Partial Reported	<input type="checkbox"/> Client doesn't know	<input type="checkbox"/> Client refused	<input type="checkbox"/> Data not collected

<b>VETERAN STATUS</b>				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Client doesn't know	<input type="checkbox"/> Client refused	<input type="checkbox"/> Data not collected

<b>DATE OF BIRTH/BIRTH YEAR (e.g. 10/23/1978)</b>	<b>Data Quality Status</b>				
	<input type="checkbox"/> Full Reported	<input type="checkbox"/> Approx. or Partial Reported	<input type="checkbox"/> Client doesn't know	<input type="checkbox"/> Client refused	<input type="checkbox"/> Data not collected

<b>GENDER</b>	
<input type="checkbox"/> Female	<input type="checkbox"/> Gender Non-Conforming (not exclusively male or female)
<input type="checkbox"/> Male	<input type="checkbox"/> Client doesn't know
<input type="checkbox"/> Trans Female (MTF or Male to Female)	<input type="checkbox"/> Client refused
<input type="checkbox"/> Trans Male (FTM or Female to Male)	<input type="checkbox"/> Data not collected

<b>PRIMARY RACE - The selection of more than one race is permitted. Rank up to 5.</b>	
<input type="checkbox"/> American Indian or Alaska Native or Indigenous	<input type="checkbox"/> White
<input type="checkbox"/> Asian or Asian American	<input type="checkbox"/> Client doesn't know
<input type="checkbox"/> Black or African American or African	<input type="checkbox"/> Client refused
<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> Data not collected

<b>ETHNICITY</b>	
<input type="checkbox"/> Non-Hispanic / Non-Latin(a)(o)(x)	<input type="checkbox"/> Client doesn't know
<input type="checkbox"/> Hispanic / Latin(a)(o)(x)	<input type="checkbox"/> Client refused
	<input type="checkbox"/> Data not collected



# Unsheltered PIT Data Collection Form

## Final information

RELATIONSHIP TO HEAD OF HOUSEHOLD	
<input type="checkbox"/> Self (head of household)	<input type="checkbox"/> Head of household's other relation member (other relation to head of household)
<input type="checkbox"/> Head of household's child	<input type="checkbox"/> Other: non-relation member
<input type="checkbox"/> Head of household's spouse or partner	<input type="checkbox"/> Data not collected
<b>NC COUNTY OF SERVICE</b> In which NC county is this client currently located?	

Client Contact Information				
SAY: Recording multiple ways to contact you is important to ensure that you receive services and resources as they become available.				
Type	Details	Ok to receive texts?		
Primary Phone Number		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Secondary Phone Number				
Email Address				
Other contact method (frequent location, intersection, friend or family member, worksite)				
SUB POPULATION - Does the client have or experience any of the below				
<input type="checkbox"/> Serious Mental Illness	<input type="checkbox"/> Substance Use Disorder	<input type="checkbox"/> HIV/AIDS	<input type="checkbox"/> Domestic Violence (currently fleeing)	<input type="checkbox"/> Data not collected



# Unsheltered PIT Data Collection Form

Now to get the data into HMIS!!!

3. Give the completed client information and/or the completed VI-SPDAT to your designated data entry entity (Unsheltered Access Coordinator, Coordinated Entry Lead or another identified agency)



# HMIS Data Entry

Unsheltered PIT Count Data Entry Basics:



# HMIS Data Entry

## HMIS Project Entry

- Should be in front door providers that serve unsheltered folks (outreach or access points) or the CE Project
- No entry = not counted!!!!
- Should be on or before PIT night - after will not count!!!
- CE project can/should be used and can be leveraged for Non-HMIS participating agencies - work with UAC to figure out a data entry plan
- Block time for data entry from PIT night until 2/8/23





# HMIS Data Entry

## Client Demographics

- On Client Profile tab and project start

## Disability Information

- If client identifies a disability complete disability sub-assessment with Yes information

## Current Living Situation (CLS)






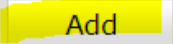
- Not added = not counted!!!
- Should be added for PIT night (1/25/23) or won't be counted!!!
- Should be "Place not meant for habitation" or won't be counted!!



# HMIS Data Entry

## Contact Information

- On Client Profile tab
- Very important for confirmations and follow-ups
- If identified as unsheltered before PIT night need to contact on or after PIT night to confirm location on 1/25/23 was unsheltered or not!
- Collect and enter as much as you can

 Client Contact Information (NCCEH)						
		Primary Phone Number	Secondary Phone Number	Ok to receive texts?	Other contact method (frequent location)	Start Date *
					Aunt Edna's phone 919-123-1231	05/10/2020
		919-123-4321			Main Street Hotel: 1234 Main Street, Durham	03/31/2020
		Showing 1-2 of 2				

# BNL Review and Use for PIT

- BNL can be used to identify who is and isn't currently listed as unsheltered for PIT night
- CE Lead should run with usual prompts making sure reporting dates include PIT night (1/25/23)
  - Unsheltered Access Coordinator cannot run unless they are part of the CE grantee agency and have access to CE project
- Filter column U to “place not meant for habitation” to find unsheltered folks
- Filter column T to 1/25/23 to look at just PIT night

	T	U	
AT	Most Recent Living Situation Update	Most Recent Current Living Situation	M C E



# BNL Review and Use for PIT

- Pull BNL before PIT night to have list of currently unsheltered folks to follow up with on or in week after PIT night to confirm location for PIT night

	T	U	
	Most Recent Living Situation Update	Most Recent Current Living Situation	Most Recent Current Living Situation
	11/14/2022	Place not meant for habitation (HUD)	
	9/7/2022	Place not meant for habitation (HUD)	
	9/12/2022	Place not meant for habitation (HUD)	
	12/7/2022	Place not meant for habitation (HUD)	



# BNL Review and Use for PIT

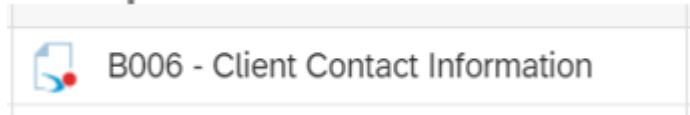
- Pull BNL after PIT night to find list of currently unsheltered folks and filter to 1/25/23 to see who is showing as unsheltered on PIT night and will be included in unsheltered count

T		U
	Most Recent Living Situation Update	Most Recent Current Living Situation
2	1/25/2023	Place not meant for habitation (HUD)
	1/25/2023	Place not meant for habitation (HUD)
	1/25/2023	Place not meant for habitation (HUD)
	1/25/2023	Place not meant for habitation (HUD)
	1/25/2023	Place not meant for habitation (HUD)



# B006- Contact Report Use for PIT

- B006 Contact Report can be used to find contact information on clients
- CE Lead should run with recommended prompts
  - Unsheltered Access Coordinator cannot run unless they are part of the CE Grantee agency and have access to CE project
- Pull B006 report before PIT night to find unsheltered folks with contact info saved to plan follow- ups PIT week
- Pull B006 report after PIT night to follow-up with unsheltered folks for continued supports



# Contact Report Use for PIT

## Contact Report Prompts:

- Use a large reporting window
- Recommend the CE APR reporting group for your region

### Prompts

#### ✓ B006 - Client Contact Information

EDA Provider	NC Balance of State - Southern Mountains (Region 2) Coordinated Entry Project(7584)
Enter effective date	2/1/2023 12:00:00 AM
Report End Date PLUS 1 DAY:	2/1/2023 12:00:00 AM
Report Start Date:	1/1/2022 12:00:00 AM
Enter value(s) for Provider	
Enter value(s) for Reporting Group	Region 2 Coordinated Entry APR Reporting Group(2394)



# Contact Report Use for PIT

Contact Report Use:

- Can filter by column Q “place not meant for habitation” or

Q	R
Most Recent Current Living Situation	Current Living Situation Created By
Emergency shelter, incl. hotel/motel paid for w/ ES voucher, or RHY-funded Host Home shelter (HUD)	Asheboro Shelter of Hope - Randolph County - Men's Emergency Shelter - ES - Private(20548)
Place not meant for habitation (HUD)	NC Balance of State - Neuse Regional Committee (Region 10) Prevention and Diversion Project(7587)

- Search for client ID's or names from BNL or other sources for specific clients

A	B	C	D
	Client ID	Client Last Name	Client First Name
	152071	test	tester
	401309	tester	tester





# Contact Report Use for PIT

## Contact Report Use:

- Before PIT, pull B006 to have list of unsheltered folks WITH contact information to follow up with for PIT confirmation.
- Pull BNL after PIT night to find contact for unsheltered folks and filter to 1/25/23 to see who is showing as unsheltered on PIT night and follow-up with folks

Q	R	S	
▼ Most Recent Current Living Situ...	Current Living Situation Created By ▼	Current Living Situation Date ▼	D
Place not meant for habitation (HUD)	NC Balance of State - Neuse Regional Committee (Region 10) Prevention and Diversion Project(7587)	8/3/2022	1
Place not meant for habitation (HUD)	NC Balance of State - Southern Mountains (Region 2) Coordinated Entry Project(7584)	9/26/2022	9
Place not meant for habitation (HUD)	Blue Ridge Community Health Services - Region 2 - Street Outreach - SO - State ESG CV(20309)	11/17/2022	4



# PIT Timelines

- Before January 25- get current unsheltered list and contact report from CE leads to UACs
- January 25, 2023- PIT night!!!!
- February 1, 2023- Survey completion deadline
- February 8, 2023- Survey HMIS data entry deadline
- January 25, 2023 until complete-Support UAC to respond to NCCEH communication and requests, work on data entry, clean-up and confirmation



# Gift Cards

- Regional Coordinated Entry Leads should have received a \$100 Visa gift card and will coordinate its spending with the UAC and/or Regional Lead.
- Gift Cards are intended to connect with people living unsheltered directly or indirectly with the help of volunteers. Items that might be purchased:
  - Socks, gloves, warm clothing
  - Hygiene kits
  - Convenient food like granola bars
  - Water bottles
  - Printed materials about CE Access Points and seasonal shelter
  - Weather-related supplies



# We have Regional PIT Infographics ready!

- NCCEH staff have created regional infographics for the 2022 PIT count
  - Helps translate complex information into bite-sized pieces
  - Easy to share
  - Informs stakeholders
  - Boost community knowledge
- Visit [www.ncceh.org/datacenter/pitdata/](http://www.ncceh.org/datacenter/pitdata/)
  - Under Fact Sheets & Maps

## PIT Count Data



The Point-in-Time (PIT) count is a count of sheltered and unsheltered homeless persons on a single night in January. HUD requires that Continuums of Care (CoCs) conduct an annual count of homeless persons who are sheltered in emergency shelter, transitional housing, and Safe Havens on a single night. CoCs must also conduct a count of unsheltered homeless persons every other year (odd numbered years); however, North Carolina CoCs conduct this count every year. Each count is planned, coordinated, and carried out locally. [View a map of the Continuums of Care.](#)

The Point-in-Time Count follows the U.S. Department of Housing and Urban Development definition of homeless: People who are living in a place not meant for human habitation, in emergency shelter, in transitional housing, or are exiting an institution where they temporarily resided. HUD publishes data 10-12 months after each PIT night.

- [View HUD's PIT and HIC Data Since 2007 \(tables\)](#)
- [View HUD's HIC Data and Reports Since 2005 \(PDFs\)](#)

### [Fact Sheets & Maps](#)



### [Data by Year](#)



# Street Outreach

- The PIT Count is not separate from street outreach, and the goal should still be to connect people to services!
- Principles of street outreach programs apply to unsheltered PIT count efforts.
- If there is a Street Outreach program in your area, connect with them!
  - Blue Ridge Community Health (Regions 1 and 2); McDowell Mission Ministries (Region 3); Union Co Community Shelter (Region 5); Triangle J Council of Governments (Region 6); Ripple Effects Group (Region 09); Onslow Community Outreach (Region 13)



# Question your assumptions



Why do people experience homelessness?



Why might someone stay in an unsheltered situation instead of seeking shelter on their own?



What are some myths or stereotypes about people living unsheltered?



# Approach with humility

- Remember that you may be approaching someone where they live.
- Avoid assumptions about what people might need or want.
- Be clear about who you are and what you can offer, as well as what you are asking of someone and why.
- If possible, make sure to follow up or let the person know how to get more connected.
- Trust is essential for street outreach and building trust takes time!



# NC BoS CoC Written Standards for Street Outreach

“Outreach programs should meet people where they are, both geographically and emotionally. This means meeting people in locations that are most convenient for them as well as developing trusting relationships with unsheltered people through active listening, persistence, consistency, and without judgement.” pg. 2, NC BoS CoC Written Standards for Street Outreach





# Meeting People Where They Are (Physically)

- Initial focus on survival and safety: Basic need items, building trust
- Connection to resources: offering transportation (when possible); connecting to food banks, medical/mental health providers; connecting to shelter
- Connection to Housing: CE referrals; connection to RRH and PSH programs
- Visiting campsites/unsheltered locations

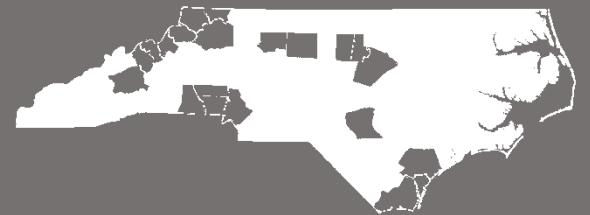


# Meeting People Where They Are (Emotionally)

- Building rapport and trust
- Responding consistently when called
- Non-prescriptive services; utilize creativity!
- Non-prescriptive timeline
- Outreach is NOT “getting people off the streets”
- Outreach IS being a supportive presence/advocate when your client is ready to navigate shelter/housing



# Coordinated Entry APR



# What is the CE APR?

- Report the great work of the CE System and CE Grant to HUD!
- Track System successes and gaps for improvement
- Keep our current grant dollars (or increase!)
- APR pulls from the whole CoC/Region perspective instead of just one project
- No CE data elements during grant year = Not counted on APR
- Corrections done for this year!



# CE APR

What can we do for next year?:

- Make sure CE assessments are getting completed
  - Working on easier process for CE assessment checks
- Make sure CE events are getting completed
  - No way for us to check other data points- you need to be aware
  - Current CE event number for last grant will be baseline for new grant goal
- We will be looking at each element quarterly in monthly check-ins



# CE APR

You can run it for your Region if you want!:

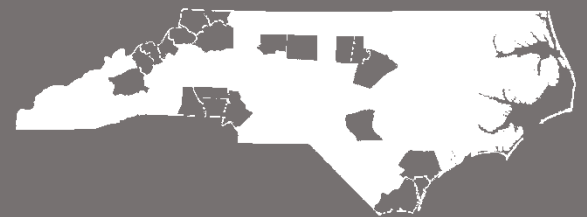
- Use Regional Coordinated Entry APR Reporting Group
- Pick dates that make sense

Report Options

Use Previous Parameters

Name	Regional CE APR		
Description			
CoC Code *	NC-503 NC Balance of State CoC		
Scope	<input type="radio"/> System-wide <input checked="" type="radio"/> Project-Focused		
Provider Type	<input type="radio"/> Provider <input checked="" type="radio"/> Reporting Group		
Reporting Group *	Region 1 Coordinated Entry APR Reporting Group <div>Search Clear</div>		
Program Date Range *	12 / 01 / 2023    to 01 / 06 / 2023		
Entry/Exit Types *	<div><input checked="" type="checkbox"/> Basic</div> <div><input checked="" type="checkbox"/> Basic Center Program Entry/Exit</div> <div><input checked="" type="checkbox"/> HUD</div> <div><input checked="" type="checkbox"/> PATH</div> <div><input checked="" type="checkbox"/> Quick Call</div> <div><input checked="" type="checkbox"/> RHY</div> <div><input checked="" type="checkbox"/> Standard</div> <div><input checked="" type="checkbox"/> Transitional Living Program Entry/Exit</div> <div><input checked="" type="checkbox"/> VA</div> <div><input checked="" type="checkbox"/> HPRP (Retired)</div>		
<div>Build ReportDownloadClear</div>			

# EHV Updates



# HUD EHV Dashboard (as of 1/17/23)

- Albemarle and Laurinburg will return all or some of their vouchers to HUD
- WPCoG is fully leased!
- PHAs with “Active Issuances” and No “Total Awards” have been ported vouchers from NCCIA

PHA Code	PHA Name	Total Awards	Active Issuances	Current Leased Vouchers	Unit Utilization
NC159	Western Piedmont Council of Governments	30	25	30	100.00%
NC022	Housing Authority of the City of Greenville	27		26	96.30%
NC025	Rockingham Housing Authority	15	5	9	60.00%
NC161	Isothermal Planning & Development Commission	32	37	17	53.13%
NC008	Housing Authority of the City of Concord	26	8	12	46.15%
NC118	Roanoke-Chowan Regional Housing Authority	15	11	4	26.67%
NC050	Wadesboro Housing Authority	15		3	20.00%
NC901	North Carolina Commission of Indian Affairs	414	704	66	15.94%
NC089	Bladenboro Housing Authority	15	8	2	13.33%
NC120	Chatham County Housing Authority	15	1	2	13.33%
NC018	Housing Authority of the Town of Laurinburg	15	4	1	6.67%
NC020	Housing Authority of the City of Wilson			2	0.00%
NC059	The Graham Housing Authority			1	0.00%
NC081	Asheboro Housing Authority			1	0.00%
NC144	Eastern Carolina Human Services Agency, Inc.		29	2	0.00%
NC152	Mountain Projects, Inc.		2	1	0.00%
NC015	Housing Authority of the City of Goldsboro		1		
NC021	Housing Authority of the County of Wake		16		
NC035	Sanford Housing Authority		1		
NC072	Statesville Housing Authority		1		
NC075	City of Albemarle Department of Public Housing	15			
NC137	Nash-Edgecombe Economic Development, Inc.		32		
NC140	Western Carolina Community Action, Inc.		6		
NC145	Economic Improvement Council, Inc.		17		
NC155	Franklin-Vance-Warren Opportunity, Inc.		13		
<b>Total</b>		<b>634</b>	<b>921</b>	<b>179</b>	<b>28.23%</b>





# NCCIA

- Partnership with Housing Collaborative
  - Providing housing search assistance to currently issued voucher holders
- Phased approach:
  - Franklin, Vance, Warren Opportunity
  - Nash, Edgecomb, Wilson Community Action
  - NCCIA (Columbus, Granville, Halifax, Hoke, Person, Sampson and Warren)
- Housing Collaborative will reach out to referring case managers and households with an issued voucher
  - Please be responsive and support households through the process



# NC EHV Discussion Series

**SAVE THE DATE!**  
**NORTH CAROLINA PHA EHV DISCUSSION SERIES:**

**THURSDAY, FEBUARY 2, 2023 (PART 1)**

**THURSDAY, MARCH 2, 2023 (PART 2)**

**WEBINAR, 2 – 3:30 PM ET**

**OFFICE HOURS, 3:30 – 4 PM ET**

**Please, register in advance and share with your EHV Partners.**

Follow Link or Scan QR Code:

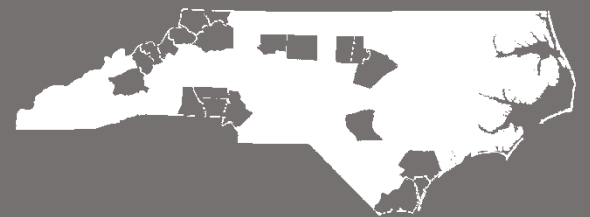
[https://csh-org.zoom.us/meeting/register/tZMrdeGhjqgpG9CU1OzveJQXdMN7bK2KmB\\_M](https://csh-org.zoom.us/meeting/register/tZMrdeGhjqgpG9CU1OzveJQXdMN7bK2KmB_M)



U.S. Department of Housing & Urban Development



# Questions and Reminders



# Questions and Reminders

- January 25, 2023: PIT NIGHT
- January 31, 2023: Last day to submit FY20 SSO-CE reimbursement requests
- February 1, 2023: Unsheltered surveys complete
- February 8, 2023: Unsheltered surveys entered in HMIS
- February CEC meeting: 2/20/23 at 10 am
- FY20 SSO-CE APR due 2/28/2023 (NCCEH will submit)



## Coordinated Entry questions

Ashley Von Hatten  
Ashley@ncceh.org

NCEndHomelessness 

@NCHomelessness 

nc\_end\_homelessness 

## CE HMIS questions

Nicole Purdy  
Nicole@ncceh.org

## Contact NC Balance of State CoC Staff

bos@ncceh.org  
919.755.4393

## Contact NCCEH Data Center Help Desk

hmis@ncceh.org  
919.410.6997

