

**Point in Time Subcommittee of
System Performance and Evaluation Committee (SPEC)**

MINUTES

DATE 6-21-16

START TIME 1:05PM

MEETING CALLED BY	Adriana Camarda
NOTE TAKER	Kim Schmitt
ATTENDEES	Present: Adriana Camarda, Chris O’Hara, Otha Gaston, Laura Ng Guests: Amanda Borta; Kim Schmitt Staff: Elizabeth Perez

Agenda topics

WELCOME	Minutes Reviewed and approved.	
HUD METHODOLOGY STANDARDS	<p>General PIT Count Standards: 14 Standards</p> <ol style="list-style-type: none"> 1. Biennially PIT Count of persons in general (street count) 2. PIT count must be held in last 10 days on January and represent all homeless persons who were sheltered and unsheltered on a single night during that period. 3. PIT count methodology must be approved by CoC in accordance with governance charter. 4. Consolidated Plan (DFSS) – positive interaction with ESG fund recipient and All Chicago. 5. CoCs must provide PIT count data to the entities responsible for the Con Plan Jurisdiction associated with the CoC. 6. Complete coverage on all sheltered people residing in the CoC. Chicago does not need extrapolation for sheltered counts. <ol style="list-style-type: none"> a. Unsheltered – extrapolation 7. Verify that sheltered homeless people are sheltered on the night designated for the count – and are experiencing homelessness. 8. CoCs should use client data already collected and entered in HMIS as the primary data source for the sheltered PIT count for ES, SH TH projects that participate in HMIS. Not currently meeting this standard. 9. Unsheltered census or extrapolation methods consistent with HUD standards and guidance. Complete census except for CTA during overnight hours. Ride to end of the line and count v. counting shorter duration rides. Count those riding for length of time as shelter v. transportation. Previously counted 400 v. 1000 in 2015 v. 2016. Plan to do end of the time and not extrapolate for 2017. 10. Exclusion of specific areas – no areas excluded within city. 11. CoCs must be able to verify that the unsheltered homeless people identified in the count are unsheltered on the night designated for the count. – starting at Standard 11 to focus on during the next scheduled meeting. 	
HMIS PIT SHELTERED	<p>HMIS PIT Sheltered: 104 Total Projects – as related to HMIS, 77 participated. 12 non-participating and 15 refused. Pre-PIT PIT – 77 projects participated Should term “refusal” be used to capture projects that did not participate in PIT ShelterPoint data entry. HDX – used HMIS data base to pull information for PIT. Concern about subpopulations and reporting matching HDX submission guidelines. Running report to see if HDX report from HMIS matches what was submitted via DFSS. Approved use of HMIS for sheltered PIT count. Decision to be made if solely HMIS based on report comparison. Pre-PIT date will be moved up to help address “testing” and updating of information for assessments (Update Assessments).</p>	
YOUTH PIT	Distributed information on focus groups. Recording youth service providers to share details about where Youth Leads can canvas areas. Asking for expertise at focus groups.	
2017 PIT DATE	2017 PIT Date: Wednesday, January 25 th ; Alternate, Tuesday, January 31 st	
ADJOURNMENT:	MINUTES SUBMITTED BY:	APPROVED BY:
2:30pm	Kim Schmitt	July 19, 2016