

Chicago Continuum of Care

Point in Time Subcommittee Meeting

MINUTES

DATE 07/19/2016

START TIME 1:00 PM

MEETING CALLED BY	Committee Leadership
NOTE TAKER	Amanda Fox
ATTENDEES	Present: Otha Gaston, Laura Ng, Adriana Camarda, Amanda Fox, Paris Brandy, Glen Reed (non-voting member), Amanda Borta, Jack Knight (All Chicago Intern) Absent: Chris O'hara, Elizabeth Perez

Agenda topics

WELCOME & INTRODUCTION	Adriana welcomed the subcommittee and everyone introduced themselves.
JUNE MINUTE REVIEW	June minutes approved.
HUD METHODOLOGY STANDARDS	<p>2017 will be an official year for the street count. The sheltered count is mandated every year.</p> <p>Continued Review of standards:</p> <p>12. CoCs must collect sufficient information to reliably deduplicate the results. -Discussion on how Chicago avoids duplication.</p> <p>13. Sheltered and Unsheltered count must be administered in a manner that ensures the privacy and safety of the individual being surveyed and the safety of the surveyor. -Discussion on Chicago's safety planning training for surveyors.</p> <p>14. CoCs are required to ensure that people conducting the count are properly trained on the process, the tools, procedures, safety, etc. -Discussion on training for volunteers and shelter staff administering PIT count (info sessions, night of the PIT trainings, Handbook for volunteers on the street and mandatory trainings for shelter staff) Adriana will email out the PowerPoint slides from the volunteer training. Laura Ng suggested a train-the-trainer to ensure the information shared on the night of the count covers important topics. Consider offering a survey for the volunteers after the PIT.</p> <p>Review of Chicago's methodology for Sheltered and Unsheltered Count Potential changes from 2016: -possibility of using HMIS data - #1 change to consider -capturing information on Chronic Homelessness -incorporating Youth more fully Final methodology for 2017 to be presented to SPEC by October</p>
HMIS PRE-PIT SHELTERED	<p>Amanda Fox presented the plan for facilitating a pre-PIT on September 22nd</p> <ul style="list-style-type: none"> Amanda Borta recommended adding the additional support of creating a guide with screenshots of the data entry screens in the database. Amanda explained that the pre-PIT could be the first step in getting more agencies to track shelter nights in HMIS. Feedback from the committee focused around a need for increased HMIS support in the form of training, if tracking shelter nights will be expected. Adriana asked whether tracking shelter nights should be added to the scopes for 2018 contracts with DFSS delegate funded agencies. Amanda will confirm the plan for increased training and support before a decision is made on adding this to the 2018 scopes. <p>The committee provided feedback on the details of the plan and the pre-PIT will move forward accordingly. The results of the pre-PIT will inform the committee's decision about any changes needed in the Data Collection and Analysis section of the proposed methodology. DFSS plans to move forward with the tally forms again for the 2017 PIT, in addition to collecting Sheltered Count data in HMIS. The goal will be to use HMIS data for HDX submission in 2017.</p>

YOUTH PIT	<p>Paris: August 4-5 will be the Youth count. Adriana: working group updates – count will occur over 2 days. Focus groups have provided feedback on where to do the count. Now they are looking for volunteers and site leads. Looking for youth to conduct the count.</p>	
FY16 HUD NOFA	<p>Relevant items from NOFA regarding PIT count: -submitting PIT data through HDX -conduct sheltered and unsheltered PIT in last 10 days of January -meeting all of the standards -conducted an effective youth count in 2016 (new)</p>	
ADJOURNMENT:		MINUTES SUBMITTED BY:
<p>Paris adjourned the meeting. Next Meeting: Inner Voice - 212 W. Van Buren Suite 300</p>		<p>Amanda Fox</p>