

# Chicago Continuum of Care

Point in Time Subcommittee Meeting

MINUTES

DATE 07/19/2016

START TIME 1:00 PM

<b>MEETING CALLED BY</b>	Committee Leadership
<b>NOTE TAKER</b>	Amanda Fox
<b>ATTENDEES</b>	Present: Otha Gaston, Chris O'hara, Laura Ng), Adriana Camarda, Amanda Fox, Paris Brandy, Glen Reed (non-voting member) Absent: n/a

## Agenda topics

<b>WELCOME &amp; INTRODUCTION</b>	Adriana welcomed the subcommittee and everyone introduced themselves.
<b>JUNE MINUTE REVIEW</b>	
<b>HUD METHODOLOGY STANDARDS</b>	Continued Review of standards: 2017 will be an official count year for the street count. The sheltered count is mandated every year. 12. CoCs must collect sufficient information to reliably deduplicate the results. Chicago uses a number system for the tally forms to manage duplication. And, the survey included a DOB and initials to help avoid duplication.
<b>COMMITTEE MEMBERSHIP</b>	Open slots: public agency, state agency, private funder SPEC will recommend a service provider to this committee after a nomination and voting process takes place. Adriana continues to pursue CTA as a public agency. Liz is working with the Early Learning Council and Ounce of Prevention as possible public and state representatives. Private funders needed Catholic charities was discussed, but DFSS funds them for outreach and this could be a possible conflict of interest. PGM – consideration as private funder. Glen Reed from PGM also suggested Catholic Charities or the Red Cross. Volunteers of America may fit as a private funder – they provide a lot of volunteers to participate in the PIT University of Chicago – Liz will follow up with Audrey. LGBT representation recommended – Center on Halsted Liz has reached out to CPS and they were not interested at the time. Email Liz with other suggestions and she will follow-up.
<b>2016 HOUSING INVENTORY COUNT &amp; PIT</b>	Liz and Adriana reviewed all data from HIC and PIT over the last few months and final submission to HUD occurred in early May. Next steps are for the researcher to release their draft. No official results to review yet. This year there will be a combined report on HIC and PIT results for the first time, but a separate PIT report may be released to the public as well. Adriana shared San Francisco's 2015 report to compare to Chicago's report. Adriana's goal is to add more context and insights. Seattle has a good example of a youth report.
<b>PIT TIMELINE OF ACTIVITIES</b>	A. Methodology was reviewed, which provides an overview of the process on the night of the count. This committee is charged with reviewing this document in preparation for a presentation of the final draft to the SPEC committee for approval. A draft will be sent to SPEC by August for approval by Sept. Then the methodology will be sent to the Board of Directors for review and approval by the end of the year.

	<p>Review of HUD mandates – very controlled time frame and possible dates for PIT to occur (last 10 days of January)  No counts on Sat., Sun or Friday night. Adriana also discourages scheduling the count on Mondays, due to potential low volunteer turn out.  January 24, 25, 26 – three-day window. Adriana will look into city resources for these dates to further inform the decision making process.  Must select an alternate date in the event of bad weather –January 31<sup>st</sup>.</p> <p>Any questions regarding the methodology can be brought up at the next committee meeting.  By June’s meeting suggestion and comments are needed. We will also review HUD standards that must be included in the methodology. Adriana will send cheat sheet including the 14 standards from HUD.  Above and beyond HUDs standards, Chicago chooses to do the sheltered count every year.  Odd years are official years which means you must do both a sheltered and street count. For 2018 we have to decide whether to do both or only the minimum of the street homeless count.</p> <p>For 2016 we did both a paper tally form count and an HMIS count to compare the results of sheltered clients.  Discussion around what is needed for this committee to decide to move forward with using data from HMIS exclusively for the sheltered count.  What does this committee need to know? – what percentage of shelters are not reporting/participating in HMIS?  Comparison of tallied and HMIS data needs to be presented at June meeting.  At first review, large discrepancies between tallied results and HMIS results in 2016 comparison.  PGM: large number of individuals coming in and out of the facility. Challenging for DFSS to do the count of that many people. PGM is the only agency where DFSS comes in to count. PGM scans clients in and out of the facility and feels the HMIS data will be more accurate than a tallied count, for their particular shelter.  Timing would be a consideration of how to use HMIS data. Clients must be counted as street homeless after the sheltered count concludes.  What does the HMIS Lead need to do to make this possible?  Consider adding to methodology for 2017 the use of HMIS data for sheltered count. Possibly have PGM only report through HMIS?  10% of all tallied clients are surveyed – how would this work with HMIS?</p> <p>B.  Researcher Selection Process – we are going with the Voorhees Center for 2017 due to DFSS procurement department delays. Next year there can be a full selection process to consider other researchers.  Voorhees Center is the only researcher Chicago has used.</p>
<p><b>SPECIAL PROJECTS</b></p>	<p>Youth PIT – Voices of Youth –nationally, Chicago has been selected to work with Chapin Hall on a 2-year study on youth PIT along with Cook County.  DFSS data will be included in the research and they will do interviews with youth to understand “turning point”  We don’t have control over questions they ask, but will get a full report afterwards of the findings.  Focus group meeting on the 25<sup>th</sup> open to anyone interested, which will lead to working groups.  Liz will forward the email regarding this focus group.  Teen Living Programs and The Night Ministry are partnering with Chapin Hall.</p>
<p><b>2017 PIT DATES</b></p>	<p>January 24, 25, or 26<sup>th</sup> are potential dates for the 2017 PIT. Adriana will bring more info to next meeting.  The alternate date will likely be January 31<sup>st</sup>.</p>
<p><b>ADJOURNMENT:</b></p>	<p><b>MINUTES SUBMITTED BY:</b></p>
<p>Amanda moves to adjourn. Chris seconds motion.</p>	<p>Amanda Fox</p>