

# Durham Homeless Services Advisory Committee

## Policy & Procedure

<b>Title:</b>	Annual Homeless Point in Time and Homeless Housing Inventory Count Methodology	<b>Effective:</b>	September 2015
		<b>Last Reviewed:</b>	August 26,2015
<b>References:</b>	<ul style="list-style-type: none"> <li>• <i>Homeless Definition Final Rule</i> - <a href="#">76 FR 75994</a></li> <li>• <i>Responsibilities of the Continuum of Care</i> - <a href="#">24 CFR 578.7(c)(2)(ii)</a></li> <li>• <i>Notice for Housing Inventory Count (HIC) and Point-in-Time (PIT) Data Collection for Continuum of Care (CoC) Program and the Emergency Solutions Grants (ESG) Program</i> - <a href="#">CPD-13-011</a></li> <li>• <i>Standards for conducting Point in Time counts</i> - <a href="#">2014 Point in Time Count Methodology Guide</a></li> </ul>		
<b>Attachments:</b>			
<b>Policy:</b>	<p>The Durham Continuum of Care shall conduct its annual Homeless Point in Time (PIT) and Homeless Housing Inventory Count (HIC) in such a manner that is grounded in research based methodology and a process that affords the highest level of reliability, accuracy, and validity in the count.</p>		
<b>Procedure:</b>	<ol style="list-style-type: none"> <li>1. The definition of homelessness as it relates to a person’s eligibility for shelter or housing shall be that which is defined through current federal regulations and policies adopted by the Department of Housing &amp; Urban Development (HUD) and its federal partners within the United States Interagency Council on Homelessness (USICH).</li> <li>2. Documentation requirements as it relates to a person’s eligibility for homeless shelter or housing for formerly homeless persons, shall be that which is defined through current federal regulations and policies adopted by HUD, its federal partners, and USICH.</li> <li>3. Homeless shelter and housing types to be included in the count shall be those shelter and housing types defined through current federal regulations and policies adopted by HUD, its federal partners, and USICH.</li> <li>4. Subpopulations to be included in the count shall be those subpopulations defined through current federal regulations and policies adopted by HUD, its federal partners, and USICH.</li> <li>5. The time period, and general methodology for conducting the PIT and HIC count shall follow the current federal regulations and policies adopted by HUD, its federal partners, and USICH.</li> <li>6. The sheltered portion of the PIT &amp; HIC count shall be generated from the Homeless Management Information System (HMIS) operated by the current HMIS Lead Agency selected by the Durham CoC.</li> <li>7. Victim’s service providers that are not permitted to use the HMIS shall generate the PIT &amp; HIC count from an alternative comparable database that complies with the current HMIS data standards and aligns with policies adopted by HUD, its federal partners, and USICH.</li> </ol>		

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|  | <p>8. Organizations and projects located within the Durham CoC that; provide shelter and housing to persons defined in 1) and 2) and; are not Victims Service Providers and; do not use the HMIS as outlined in 6) shall:</p> <ul style="list-style-type: none"><li>a. Be provided with the opportunity to participate in the planning and organization of the PIT and HIC</li><li>b. Accommodate community volunteers, recruited from outside the homeless housing system, who are assigned and trained by the Performance Management subcommittee of the Homeless Services Advisory Committee</li><li>c. Allow for the collection of required data elements defined through current federal regulations and policies adopted by HUD, its federal partners, and USICH</li><li>d. Comply with the methodology and process for conducting the PIT and HIC as established by the HSAC and standards which align with current policies adopted by HUD, its federal partners, and USICH</li></ul> |
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