San Francisco ONE System
Agency Lead Meeting

January 24, 2022

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TODAY'S AGENDA

- **Welcome**
- **Point in Time and Housing Inventory Count**
- **Preparing Your Data**
- **Announcements**
- **Resources**

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Welcome

Do you have any new year traditions <u>or</u> do you do anything to prep for the new year?

Please share name, pronouns, and agency when responding.

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Point in Time and Housing Inventory Count

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HIC and PIT

What is the Housing Inventory and Point-in-Time Count?

- Each year communities participate in a comprehensive one day tally of people living in shelters and/or unsheltered settings. This point-in-time (PIT) count provides critical information both locally and nationally about the demographics and trends of people experiencing homelessness in our community.
- There are three parts to the count: the sheltered PIT count which takes place annually, the unsheltered PIT count, which takes place every two years, and the Housing Inventory Count (HIC), which takes place every year.
- The sheltered count usually takes place on a date within the last 10 days of the month in January. This year's date is **February 23, 2022**.

Housing Inventory Count

- The HIC is conducted annually. Report is on shelter and housing programs (ES, TH, RRH, PSH), including non-participating HMIS programs (e.g. DV programs) and includes:
  - Bed/unit capacity
  - Federal funding source
  - HMIS participation
  - Location (geocode and address)
  - Other project details
  - Utilization rate based on clients in shelter/housing during one night in February (point-in-time count)

Point-in-Time Count

- The Point In Time (PIT) Count is conducted annually in late February, on the same day as the HIC. The report includes sheltered clients (ES, TH, Safe Haven), including clients in non-participating HMIS programs (e.g. DV programs):
  - Number of households and clients served the night of the PIT
  - Number of children, adults aged 18-24, adults over 24
  - Race, Ethnicity, Gender, Chronic Homelessness
  - Substance Abuse, Mental Illness, DV, HIV/AIDS

Information is broken out by both household type as well as specific demographics (Veterans, Parenting Youth, Unaccompanied Youth).

Data Collection

- Sheltered Homeless Count: Night of February 23, 2022
  - RTZ
  - ONE System
  - Survey from Department of Homelessness and Supportive Housing (HSH)

- Housing Inventory Count: Night of February 23, 2022
  - Reported from ONE System - includes all Permanent Housing Types as well as Shelter and Transitional Housing

Data Quality and Data Corrections

How can I support?

- Data Quality
  - Demographic data: birth dates reflect minor/adult status correctly, all other demographics complete as possible
  - Enrollment/exit data: dates, head of household, group enrollments
- Data Corrections
  - Work with Helpdesk to correct any data you can't fix yourself
- Communication
  - Respond to System Administration Team and HSH outreach promptly

Point in Time Count

What you need to do to by 2/23/22

Please ensure that all clients served by your projects during 2/23/22 are accurately represented in the ONE System. You can run the [GNRL-220] Program Details Report to review a spreadsheet containing all profile, enrollment data (including move-in dates for permanent housing projects), and exit data. This includes all available demographic data, all enrollment/exit data, and accurate housing bed night services (for night-by-night emergency shelters).

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Point in Time Count

Closely review:

- Date of Birth - Even approximate dates of birth ensure that adults and children are categorized correctly.
- Gender
- Ethnicity
- Race
- Chronically Homeless - This determination is based on answers to the set of Living Situation questions answered at enrollment. Even one missing answer will result in a client not being counted in this category.
- Disability - HUD is particularly interested in counts of those who have mental health and/or substance abuse disabilities.
- Veteran Status
- Total counts of people enrolled - Do your counts seem too low or too high?
- Bed nights (attendance services) entered - For night-by-night shelters, it's critical that clients have bed night services entered for the count period.
- Move-in Dates - For Housing programs, it is critical that clients have an accurate move-in date to show that they were in housing on the date of the PIT.

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Point in Time Count

For more information visit:

https://hsh.sfgov.org/get-involved/2022-pit-count/

Preparing Your Data

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Preparing Your Data

Check Your Housing Census report:

- Locate [HSNG-108] Housing Census under the Housing Reports section and click Run.
- For the service-based version, select the housing service for your emergency shelter program. For the program based version, select the program type and program name. You may select multiple services or programs. Data for each service or program will display separately on the report.
- Under Veteran Status, select All Clients.
- Enter the start date 2/23/22 and end date for the report 2/24/22
- Under Choose Report Format select Web Page, PDF or Excel (choosing Web Page allows you to drill down on data elements to inspect the underlying data supporting it.)
- Click Submit

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Preparing Your Data

Check Data Quality

The [GNRL-220] Program Details Report provides a spreadsheet containing all profile, enrollment and/or exit data for clients enrolled in your programs, as well as housing service start and end dates. If your program is a night-by-night shelter, you should focus your PIT efforts on clients who have a housing service entered for that night.
For all shelter/housing project types, look for any missing data that you might be able to update, make sure the relationship to the head of household is indicated, and birthdates are correct.

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Reports for Preparing for the PIT Count

To run the [GNRL-220] Program Details Report:

- Log into the ONE System and navigate to the Report Library (Reports under the Launcher menu in the upper right corner)

- Locate [GNRL-220] Program Details under the Program Based Reports section

- Choose the Program type(s) and Program or Programs you wish to include in the report. If you select more than one program, a zip file will download with a separate file for each program.

- Choose "All screens" under screen types (a zip file will download with a separate file for each screen)

- For Choose Enrollments, choose active clients

- Enter the start date 2/23/22 and end date for the report 2/24/22 to focus on the PIT reporting date only. Use the end date of 2/24/22 to include exit screen data for clients who stayed 2/23/22. (Note that the entry screen data will then include clients enrolled on 2/23/22)

- Click Submit

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Announcements

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Bitfocus office will be closed on President's Day

Helpful Resources

ONESF Help Center Website
https://onesf.bitfocus.com

Bitfocus Helpdesk

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Thank You From Your SF Team!

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