

HIC/PIT Meeting

Date and Time

Thursday, December 3rd, 2015 from 11:00 to 12:00pm

Location

Family Willows, 161. S. Beech St., Manchester, NH, 03103

Attendees

Mark Stokes Miles Pendry Mike Puleo Patricia Manning Kyle Beaulieu
Nicole Clark

11:05 Meeting begins

General Intake Surveys

- I. We have two options for the PIT General Intake Survey:
 - a. Option 1 is based on last year's format where everyone is entered on a new line and adds the questions 1.7 and 1.8
 - b. Option 2 is based on 2013's General Intake where a single line per household was entered.
- II. HUD made the following changes this year: they got rid of the multiple race options and changed the transgender back to one category.
- III. It was decided by the group that the requirements of this year's notice makes a one line per household survey impossible, as the data collected needs to separate out demographic information for parents and dependents. Therefore, we will use option 1 for this year's PIT.
- IV. Group then looked at any potential problems with this particular intake form. There was some discussion of changing question 1.7 "Are you physically living with a veteran?" to "Is there a veteran in the household?", but ultimately, it was decided that the current wording should remain as it ensures that the veteran is in the household and not deployed or living elsewhere. Question 1.8 "Do you live in a household where no one is older than 24?" was changed to "Is anyone in your household over the age of 24?"
- V. The group discussed the possibility of adding key identifiers for families. While this was deemed impossible to add to the surveys, Mark did suggest we could manually put it in when entering the data.
- VI. A decision was made to run HMIS in tandem with the surveys this year, to test how accurate the data collection is through HMIS. An unsheltered count would still be necessary, but it would potentially save work in the future if it is proven to be reliable and would add point value to next year's NoFA.

Other Information:

- I. Miles mentioned that Harbor Homes has a school liaison that is going to compile the Nashua school data. This will hopefully add data, although Mark mentioned that it might not be feasible or helpful in the long run.
- II. The group discussed issues from last year's recap. Nicole agreed to make those changes to this year's surveys, where possible. All forms need email addresses added, for instance.
- III. Plans are beginning to be made concerning the webinar. Miles Pendry offered use of Harbor Homes' software



12:05 Meeting Concludes

Minutes Prepared By

Nicole Clark

Manchester Continuum of Care Coordinator, VISTA