



NorCal CoC PIT Committee Meeting
August 18, 2026
8:45 am to 9:45 am
112 East 2nd Street, Housing Program Office
Alturas, CA 96101

NorCal CoC PIT Committee Meeting

August 18, 2026

8:45am - 9:45am

<https://us02web.zoom.us/j/84101118561?pwd=FfCl4dbsqF4D1sEVtsp4tas9byBCUJ.1>

Meeting ID: 841 0111 8561

Passcode: 850758

PIT Committee Members

Maddelyn Bryan , Chair County of Siskiyou	Nicole Lamica , Vice-Chair County of Lassen	Barbara Daughtrey , County of Sierra
Rebecca Green , County of Del Norte	Ashley Simpson County of Plumas	Emilly Clark , County of Modoc
	Megan Preller , County of Shasta	

Attendance Y or N

Teleconference Locations:

Del Norte County Health and Human Services 880 Northcrest Drive Crescent City, CA 95531	Lassen County Health and Social Services 1445 Paul Bunyan, Suite C Susanville, CA 96130	Plumas County PCIRC 591 W. Main Street Quincy, CA 95971
Shasta County 962 Maraglia Street Redding, CA 96001	Siskiyou County Social Services 818 S. Main St. Yreka, CA 96097	Sierra County Behavioral Health 706 Mill Street Loyalton, CA 96118

To Address the Board: Members of the public may address the Board on any agenda item. Pursuant to the Brown Act (Govt. Code section 54950, et seq.) Board action or discussion cannot be taken on non-agenda matters but the board may briefly respond to statements or questions. You may submit your public comment via email to cmadison@teachinc.org that will be read into the record.

1. Call to Order/Quorum Established/Introductions

2. Public Comments (limited to 3 mins. per comment)

3. Action Items

- I. Action: Approve July 21, 2026 PIT Committee Meeting draft minutes -
Exhibit A - July 21, 2026 PIT Committee Meeting draft minutes.**

4. Discussion

- I. 2027 PIT and HIC Planning Update.
January 25, 2027 is the approved PIT Count date (Night of)**

Draft 2026 HIC Summary and PIT report will be available by end of August or early September.

A. 2027 HIC & PIT Count Planning

1. Discuss proposed 2027 HIC Count process

A Sub-Committee was formed titled “HIC Form and Training”, initially with three members, Nicole Lamica, Nikki Kates and Justin Wandro, others volunteers are welcome.

First meeting will be scheduled for late August or early September

Goal is to update the HIC form to be more user friendly and develop training for use with HIC form and gathering required HIC information.

Review proposed Policy and Procedure for Annual Housing Inventory Exh B.

2. Discuss proposed strategy for the 2027 Sheltered PIT Count

Sheltered PIT count proposal:

Use HMIS data supplemented by CountingUs data from non-HMIS participating facilities that agree to use the app. If shelters choose not to use CountingUs or do not use it correctly, forms and interviews will be used as a fallback. Additionally, to strengthen documentation, see draft proposed policy and procedure for the sheltered PIT count.

Review proposed Policy and Procedure for Sheltered PIT Count Exh C

3. Discuss proposed 2027 Unsheltered PIT count process

Continue to develop proposed strategy for 2027 Unsheltered PIT Count.

4. Prepare timeline to plan for 2027 PIT.

II. PIT/HIC Regional/County Lead and Alternates

Confirm PIT/HIC Regional/County Leads for 2027 PIT/HIC

Proposed 2027 Regional Leads

Co	PIT/HIC Regional/County Lead	PIT/HIC Regional/County Alternate
DN	Michael Coats	Rebecca Green
LS	Nicole Lamica	Grace Poor
MO	Emilly Clark	Nikki Kates
PL	Ashley Simpson	
SH		
SI		
SK	Maddelyn Bryan	

5. PIT Count - HIC Next Steps

6. Items for Next Meeting

7. Adjournment

Next Meeting: September 15 8:45-9:45



DRAFT NorCal CoC PIT Committee Meeting Minutes

(Date Approved:)

July 21, 2026

9:00 am to 10:00 am

**112 East 2nd Street, Housing Program Office
Alturas, CA 96101**

NorCal CoC PIT Committee Meeting

July 21, 2026

8:45am to 9:45am

<https://us02web.zoom.us/j/84101118561?pwd=FfCl4dbsqF4D1sEVtsp4tas9byBCUJ.1>

Meeting ID: 841 0111 8561

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PIT Committee Members

Y	Maddelyn Bryan, Chair County of Siskiyou	Y	Nicole Lamica, Vice-Chair County of Lassen		Barbara Daughtrey, County of Sierra
Y	Rebecca Green, County of Del Norte	Y	Ashley Simpson County of Plumas	Y	Emilly Clark, County of Modoc
		Y	Megan Preller, County of Shasta		

Attendance Y or N

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1. Call to Order/Quorum Established/Introductions - 8:47. Roll call. Quorum established.

Attendees: Hailee Warpula, William Matson, Jamie Northrup, Shelly, Teddie Pierce, Justin Wandro, Kim Decker, Connor Stevens, Kristen Schreder, Matt Simmonds, Natalie Jackson, Daniel Howland, Michael Coats, Nikki Kates.

2. Public Comments (limited to 3 mins. per comment) - No public comments.

3. Action Items

I. Action: Approve April 21, 2026 PIT Committee Meeting draft minutes -
[Exhibit A April 21, 2026 PIT Committee Meeting draft minutes.](#)

Motion to approve by Emily Clark. Second by Ashley Simpson. All in favor, none opposed. Motion passed.

II. Action: Identify the date of the 2027 Point in Time

January 26, 2026 was the approved NorCal CoC "night of" for the 2026 Point in Time Count
Discuss and approve the NorCal CoC "night of" for the 2027 Point in Time Count

The committee discussed selecting the NorCal CoC "night of" for the 2027 Point in Time Count, which must fall within the last 10 days of January per HUD requirements.

Maddelyn Bryan shared volunteer feedback that counting earlier in the 10-day window reduces undercounting risk, as benefits distributed at the end/beginning of the month allow some individuals experiencing homelessness to pay for one night in a motel on or around those dates. Counting earlier minimizes this effect.

Kristen Schreder noted the earliest eligible date is January 21, 2027 (Thursday). Options discussed included January 21, 25, and 26. Emily Clark initially suggested January 25. Megan Preller noted that the night prior to the census night is typically used for the shelter count and event setup — with January 25 as the census night, the prior night would be a Sunday, and the day-of event could be held on Monday, January 25. The group agreed this approach was workable.

Teddie Pierce (Decipher HMIS) reminded the committee to ensure the chosen date falls within HUD's allowable window. The committee confirmed January 25 is within the window.

Motion by Megan Preller that the census night for the 2027 Point in Time County be January 25, 2027. Second by Emily Clark. All in favor, none opposed. Motion passed.

The 2027 NorCal CoC PIT Count census night is approved as January 25, 2027.

4. Discussion

I. 2026 PIT and HIC Update.

Draft 2026 HIC Summary

Review draft 2026 HIC Bed & Project Summary - Pathways

[Exhibit B draft 2026 HIC Bed & Project Summary](#)

William Matson presented the draft 2026 HIC Bed & Project Summary infographic (Exhibit B), produced by the Pathways graphic design and data team. Key points:

This year establishes a baseline for the HIC. Because the 2025 process was not as comprehensive, a direct year-over-year comparison is not appropriate. Instead, the 2026 infographic shows beds per population to illustrate where beds are more available or more scarce across counties. Shasta has a comparatively high number of beds relative to population; Lassen, Siskiyou, and Plumas also have significant emergency shelter capacity. The infographic breaks down beds by project type and demographic group (singles, couples, households with children) by county. The team sought input on intended audience, use of the data, and what narrative to add to finalize the document.

Committee feedback:

Teddie Pierce asked why Modoc shows almost all beds as "not applicable." William Matson explained that Modoc providers indicated their programs do not fall into the standard HUD bed categories. Teddie suggested replacing "not applicable" with "undetermined" or "general use." William agreed. Teddie also requested that chronic bed and veteran bed data be noted in a footnote, given that Shasta County leadership is preparing a veterans housing initiative and will likely ask about the limited number of veteran-dedicated beds (one county with seven beds; all others zero). William confirmed the footnote would be added.

Teddie recommended adding a context narrative explaining the methodology improvement underlying the 2026 data, so that large variances from prior years are understood as reflecting better data collection rather than dramatic changes in the homeless population. She noted this context would be important for merit review and future NOFO funding requests. William Matson proposed including a "history of the HIC" context section, and Teddie agreed this would be valuable.

The committee discussed the population denominator. William asked whether "per 100,000" was appropriate given the small populations of some counties. Jamie Northrup noted Modoc has fewer than 10,000 residents; Nicole Lamica noted Lassen's prison population inflates its census figures. Nicole Lamica and Rebecca Green both suggested "per 10,000" would be more meaningful for rural counties. William confirmed the change would be made.

Maddelyn Bryan praised the infographic as the most accessible HIC summary the CoC has produced. She raised a concern about data literacy for non-expert audiences — for example, an elected official might mistake a normalized beds-per-population figure for an absolute bed count. She recommended that key definitions be prominently included, not just in fine print, and offered an example from a prior year in which a shelter-only count was mischaracterized in the media.

Maddelyn also suggested exploring whether the infographic could show beds relative to the homeless population (from the PIT count) rather than total population, to better reflect resource scarcity in communities with higher rates of homelessness. William noted this comparison is most meaningful for shelter capacity versus the sheltered PIT count; he also cautioned that the PIT itself can have major swings and a longitudinal count would be more stable. Kristen Schreder noted that utilization data is being developed separately in the SimTech PIT report and was intentionally held out of the HIC infographic to keep the two reports distinct.

Megan Preller asked about the wide range of bed counts across demographic subcategories — specifically why Shasta shows 775 single adult emergency shelter beds but zero for single females, and a different number for youth. William explained that the categories are subsets and subpopulations of the total, and offered to have the Pathways data team follow up with Megan directly.

Teddie noted the infographic data would also be useful for identifying where funding requests should be targeted — including rapid rehousing programs at risk of losing funding and street outreach capacity.

Kristen asked all members to send additional feedback or questions to Jamie Northrup or Kristen Schreder, who will compile and forward to Pathways. Once finalized, Pathways will send each agency a summary confirming the data used in the 2026 HIC submission. A quarterly HIC reporting process will be developed, with the first quarterly report expected in October.

II. Continue Debrief and plan for 2027 PIT & HIC Count

1. Continue to review feedback regarding the 2026 PIT Count.

- Review feedback from HIC Count process
- Review feedback from the PIT Sheltered and Unsheltered Count process

Review Feedback from HIC Count Process

Maddelyn Bryan noted that HIC count training has been discussed in prior meetings but never implemented. Both Nicole Lamica (Lassen) and Emily Clark (Modoc) expressed strong support for pre-count HIC training. Kristen Schreder proposed that the HIC Form Subcommittee (see below) would be an opportunity to both redesign the HIC form and develop training and outreach strategies, so participants understand the purpose of each question.

Review Feedback from PIT Sheltered and Unsheltered Count Process

Megan Preller raised the previously unresolved question about how the Good News Rescue Mission shelter count rose from approximately 89 (recorded during the in-person dinner-time survey) to approximately 246 in the final submission. (As documented in the April 21, 2026 minutes, the higher number reflects Good News supplementing the volunteer survey count with their internal check-in roster for the census night, which is a recognized approach. Pathways followed up with providers via HIC forms asking for self-reported shelter counts for the census night.)

The group discussed using HMIS data for the sheltered count in 2027 rather than in-person surveys. Challenges identified: Good News Rescue Mission does not complete HMIS intakes until a guest has stayed approximately five days, meaning single-night guests would be missed in an HMIS-based count; Nicole Lamica noted her emergency walk-in shelter in Lassen does not use HMIS at all. Maddelyn Bryan noted that behavioral health funding requirements are changing and most shelter beds should now be in HMIS, with the exception of DV shelters.

Megan noted prior discussion about whether shelters could use their own internal check-in data to supplement or replace in-person survey counts, and suggested the committee agree on a formal approach for 2027. Kristen agreed to work with Pathways and SimTech to develop recommended strategies and bring them to the next meeting.

2. Discuss proposed 2027 count process

a. Use of HMIS information

The committee discussed the feasibility of using HMIS data as the primary source for the sheltered count. Challenges include incomplete HMIS enrollment for short-stay guests and shelters not yet participating in HMIS. Kristen Schreder will develop recommended strategies, including where HMIS-based counting is feasible and where alternatives are needed.

b. Sheltered PIT Count

The committee discussed approaches to the 2027 sheltered count. Maddelyn Bryan noted that pulling information from HMIS, where accurate, would reduce the burden of in-person surveys. The group emphasized the need to confirm data accuracy with providers and decide on a consistent methodology across the region ahead of the count.

c. Use of Bed Register

Matt Simmonds noted that for high-turnover emergency shelters, the bed register approach — using service tracking with only a name and bed assignment, not a full HMIS intake — has succeeded in other communities and is sufficient for PIT purposes. This is similar to a hotel check-in process and could be completed rapidly with minimal staff. Large shelter partners should be contacted early in 2027 to walk them through this option.

d. HIC Count

William Matson confirmed that the 2026 HIC collection process was the most exhaustive to date and nearly all providers responded. The committee discussed maintaining this momentum through quarterly check-ins rather than treating the HIC as a once-a-year effort. The first quarterly HIC report is expected in October.

e. Use of HIC Forms

Kristen Schreder proposed forming a HIC Form Subcommittee to redesign the HIC form in partnership with Pathways, and to help develop associated training. Volunteers solicited: Nicole Lamica (Lassen), Nikki Kates, and Justin Wandro (Good News Rescue Mission) agreed to serve. William Matson described the work as collaborative — reviewing what worked, what did not, and what improvements to suggest.

f. Unsheltered PIT Count –Counting Us App

Matt Simmonds provided an update on the Counting Us app and SimTech's approach to the unsheltered count. SimTech submitted a HUD research grant responding to the question of whether alternatives to the PIT count could improve coverage, reliability, and validity of data on unsheltered homelessness. Houston is a community partner. The approach uses by-name list data built from integrated data sets (HMIS and SimTech's Show the Way mobile app), with the concept that a well-maintained by-name list could support a PIT-equivalent count on any day.

Matt highlighted the value of conducting the count at the sub-regional/county level, providing local ownership and control. He encouraged the committee to think about how PIT data can be used beyond HUD compliance — for targeting street outreach and identifying service gaps.

Matt also introduced Natalie Jackson, a new SimTech team member and experienced CoC administrator, who will support the 2027 count. Emily Clark and Nicole Lamica expressed appreciation for the Counting Us app, with Nicole noting she initially had concerns about the technology but found it easy to use.

3. Prepare timeline to plan for 2027 PIT.

No formal written timeline was presented. Kristen Schreder noted the committee will meet regularly through January 2027 and offered to bring draft recommended strategies for the 2027 sheltered count to the August meeting. The first quarterly HIC report is expected in October. No additional timeline concerns were raised.

Kristen also noted the SimTech 2026 PIT report is still in draft; she and Teddie Pierce sent suggested edits the prior day. The report will incorporate two years of consistent data (2025 and 2026), setting the foundation for trend analysis beginning with the 2027 count.

III. PIT Regional Lead and Alternate and HIC County Lead and Alternate

Review 2026 list of volunteers and confirm volunteers for 2027 PIT/HIC

The committee reviewed the proposed 2027 PIT/HIC Regional and County Lead and Alternate list. Members confirmed or flagged changes as follows:

Proposed 2027 Regional Leads

Co	PIT/HIC Regional/County Lead	PIT/HIC Regional/County Alternate
DN	Michael Coats	Rebecca Green
LS	Nicole Lamica	Grace Poor
MO	Emilly Clark	Nikki Kates
PL	Ashley Simpson	
SH	Lesha Schaefer	Megan Preller
SI	Barbara Daughtrey	Carey Russell
SK	Maddelyn Bryan	

Nicole Lamica (Lassen): confirmed correct. Rebecca Green (Del Norte): confirmed Michael Coats as lead and Rebecca Green as alternate — correct. Maddelyn Bryan (Siskiyou): confirmed correct; noted she may have an alternate to add in a few months. Emilly Clark (Modoc): confirmed correct. Ashley Simpson (Plumas): did not respond during this agenda item (may have stepped away from the call); Kristen to follow up. Megan Preller (Shasta): noted Lesha Schaefer had volunteered at a prior CoC meeting but she was unsure whether Lesha had been re-confirmed for 2027; Kristen offered to reach out to Lesha, clarify the role description, and send it to the Shasta team for confirmation.

5. PIT Count - HIC Next Steps

Nicole Lamica, Nikki Kates, and Justin Wandro (Good News Rescue Mission) volunteered to serve on a subcommittee to redesign the HIC form with Pathways and help develop associated training. Kristen Schreder and William Matson will coordinate scheduling. Both Nicole and Nikki noted they wished to participate as contributors, not in a leadership role. Kristen noted that once members see their data reflected in the HIC infographic, the connection between form questions and reported outcomes will be clearer, improving future form completion.

Action items identified:

- Kristen Schreder to draft and present recommended strategies for the 2027 sheltered count (HMIS-based options, bed register, and HUD CSV approaches) at the August meeting.
- Kristen to follow up with Ashley Simpson (Plumas) to confirm 2027 PIT/HIC lead.
- Kristen to contact Lesha Schaefer (Shasta) to confirm willingness to serve as county lead and to clarify the role description; to send role description to the Shasta team.
- All committee members to submit additional feedback on the HIC infographic to Jamie Northrup or Kristen Schreder for forwarding to Pathways.
- Pathways to develop quarterly HIC check-in form and process; first quarterly HIC report expected October 2026.
- HIC Form Subcommittee to be scheduled by Pathways/Kristen Schreder (Nicole Lamica,

Nikki Kates, Justin Wandro confirmed as volunteers).

- Pathways to update HIC infographic: change population denominator to per 10,000; replace "not applicable" with "undetermined/general use" for Modoc; add veteran and chronic bed footnotes; add context narrative explaining 2026 methodology improvement; add prominent definitions section.

6. Items for Next Meeting

- Recommended strategies for the 2027 sheltered count (HMIS, bed register, HUD CSV options).
- HIC Form Subcommittee update.
- Confirmation of regional leads for Plumas and Shasta.
- Continue 2027 PIT planning timeline.
- SimTech 2026 PIT report — status update and draft distribution.

7. Adjournment - 9:47am

Next Meeting: August 18, 8:45am - 9:45am

Pathways MISI

Policy and Procedures for Annual Housing Inventory

Purpose

To ensure accurate and timely submission of the Housing Inventory Count (HIC) data to the Homelessness Data Exchange 2.0 (HDX2), in compliance with HUD guidelines, involving Continuum of Care (CoC) staff and the HIC submitter throughout the process.

Scope

This policy applies to all Pathways MISI staff and any other stakeholders involved in the Housing Inventory process.

Policy

Pathways MISI will conduct an annual Housing Inventory Count (HIC) to collect data on all HUD-funded and non-HUD funded residential programs that provide housing to homeless and formerly homeless persons. The data will be submitted to HDX2 in accordance with HUD guidelines.

Procedures

1. Preparation Phase

- o **Orientation:** Pathways MISI will conduct orientation sessions for new CoC staff and any new HIC submitters, detailing the HIC process, data requirements, and HDX2 submission procedures. [DL1]

2. Initial Data Collection

- o **First Data Upload:** Pathways MISI staff will perform the initial HMIS data upload to HDX2.
- o **Initial Review:** CoC staff and the HIC submitter will be invited to review the HIC draft to identify any projects that are missing from the inventory, and any defunct projects that should be removed from the list.

3. Data Gathering

Pathways MISI staff will collect required data from all projects listed in the inventory, ensuring completeness and accuracy.

- o **Agency Outreach:** Pathways MISI Staff will contact all local organizations that have beds specifically identified for people experiencing homelessness. The purpose of these contacts is to collect, verify and update HUD and CoC required program and bed/unit information. Approved HIC email templates will be used. All contacts with agencies will be documented on the HIC Data Collection Tracker form.
- o **Agency Follow-Up:** If an agency does not respond to its HIC email within three days, Pathways MISI staff will follow up by phone and email. If there is still no response within ten days of the initial email, Pathways MISI staff will inform CoC Staff and request their assistance with obtaining information required for the Housing Inventory.
- o **Point in Time Count Reconciliation:** Pathways MISI staff will compare Sheltered Point in Time Count results to the Housing Inventory Count project by project to identify potential issues with the HIC, including unreported changes in project capacity, and over/underutilization of shelter units and beds.

4. **Data Input and Verification**

- o **HMIS Data Updates:** update Housing Inventory records in the HMIS with bed and unit information submitted by local homeless housing providers.
- o **Bed Inventory Verification:** verify that the HMIS accurately depicts the number of units and beds available and the number of units and beds that were occupied on the night of the PiT Count.
- o **HDX2 Upload:** run the Housing Inventory export from HMIS and upload it to the HDX2 portal. Audit the Housing Inventory tables that then appear in HDX2 to ensure their accuracy, making manual updates as needed.
- o **CoC Review:** inform CoC staff that the Housing Inventory has been uploaded to HDX2 and encourage them to log in and inspect it for errors and omissions.

5. **Final Review and Submission**

- o **Final Review Meeting:** Schedule a meeting with CoC staff and the HIC submitter to conduct a final review of the data in HDX2.
- o **Approval:** Obtain final approval from the CoC Lead before the Housing Inventory Count is submitted.
- o **Submission:** The HIC submitter will submit the data in HDX2.

6. **Post-Submission**

- o **Confirmation:** Confirm receipt of the submission by HUD and address any follow-up queries or issues.
- o **Documentation:** Document the entire process, including any challenges and resolutions, for future reference and improvement.

7. **Mid-Year Review**

- o **Annual Inventory Review:** Prior to the end of each federal fiscal year, Pathways MISI staff will contact each housing provider participating in the HMIS implementation to determine whether bed and unit inventories have changed since the last Housing Inventory Count. Any changes will be recorded in HMIS before the year's first LSA draft data submission.

Responsibilities

- **Pathways MISI Staff:** Conduct the Housing Inventory Count process, ensure compliance with HUD guidelines, and advise CoC staff and the HIC submitter when data is ready for submission
- **CoC Staff:** Monitor the Housing Inventory Count process, review data, and ensure that homeless housing organizations provide data required for the HIC.
- **HIC Submitter:** Review data and submit the final Housing Inventory Count to HUD.

Compliance

All participants must adhere to HUD guidelines and timelines to ensure the accuracy and completeness of the HIC data submission.

Review and Update

This policy and procedure will be reviewed annually within 30 days after the Housing Inventory and will be updated as necessary to ensure continued relevance and accuracy.

August 18, 2026

Pathways MISI

Policy and Procedures for Annual Sheltered Point-in-Time Count (DRAFT)

Purpose

To establish a consistent process for conducting the annual Sheltered Point-in-Time (PIT) Count in compliance with HUD requirements. The count identifies people experiencing homelessness who are residing in emergency shelter, transitional housing, or safe haven programs on the designated PIT Count night.

Pathways MISI will use HMIS data, provider census forms, and the CoC-approved PIT application to collect sheltered count data.

Scope

Pathways MISI will collect shelter data from all emergency shelter, transitional housing, and safe haven programs operating within the CoC, regardless of HMIS participation status.

Authority and Regulatory Compliance

This policy is based on HUD PIT Count guidance, HUD HMIS Data Standards, CoC Program requirements, and applicable HUD notices.

Definitions

Sheltered Homeless Person: An individual or family residing on PIT Count night in emergency shelter, transitional housing, or safe haven.

PIT Count Night: The single night designated annually by the CoC during the last ten days of January for conducting the PIT Count.

HMIS Participating Provider: A provider entering client-level data into the CoC-designated HMIS.

Non-HMIS Participating Provider: A provider that does not enter client-level information into HMIS due to legal, regulatory, or other reasons.

PIT App: The CoC-approved application used to collect client-level sheltered count information and census data.

Policy

Pathways MISI will use HMIS reports, provider census forms, and PIT App submissions to produce a complete, accurate, and unduplicated sheltered count.

Pathways MISI will conduct the annual sheltered PIT Count on behalf of the CoC and include all eligible persons residing in emergency shelter, transitional housing, or safe haven programs on the designated night.

Procedures

1. **Pre-Count Planning:** Pathways MISI will establish the annual sheltered PIT data collection timeline, notify sheltered providers of requirements, distribute instructions, verify provider participation, and confirm bed inventory information.
2. **Data Collection:** Pathways MISI will support HMIS-participating and non-HMIS participating sheltered providers with PIT Count data collection by providing guidance, tools, technical assistance, and follow-up to help ensure complete, accurate, and timely submission of HMIS data, census forms, or PIT App data.
3. **Data Quality Review:** Pathways MISI will review submissions for missing data, duplicate records, program eligibility, bed utilization, household composition, and demographic completeness. Identified issues will be returned to providers for correction.
4. **Data Reconciliation:** Pathways MISI will compare PIT submissions to Housing Inventory Count data, verify occupancy rates, resolve discrepancies with providers, and document corrections.

Responsibilities

- **Pathways MISI Staff:** Conduct the sheltered PIT Count process, support provider participation, ensure compliance with HUD guidelines, and prepare count data for CoC review and submission.
- **CoC Staff:** Monitor the sheltered PIT Count process, review data, and support provider participation as needed.
- **PIT Submitter:** Review data and submit the final sheltered PIT Count to HUD, when applicable.

Confidentiality and Data Security

All PIT Count information must be handled in accordance with HMIS privacy and security standards, CoC data governance policies, and applicable confidentiality laws.

Documentation and Record Retention

Pathways MISI will retain records supporting the sheltered PIT Count, including reports, provider submissions, certifications, data quality documentation, reconciliation notes, and final count reports.

Records shall be retained for a minimum of five years or longer if required by applicable regulations.

Review and Update

This policy and procedure will be reviewed annually and updated as needed to reflect HUD guidance, HMIS Data Standards, and local CoC requirements.