



## City of Boston Annual Homeless Census Sheltered Count Procedures

1. Complete an Intake Assessment using the supplied Intake Forms on **all Persons (children included)** who slept in your program on the night of 1/27/2016. If an assessment was previously completed for this enrollment, be sure to verify and Update all information on the Intake. For Family programs, be sure you are able to identify Households, Persons in the Household and their Relationships so that you can group them later for reporting.
2. Collect the following information by Program for the Emergency Shelter Commission Quick Count: (you should use bed registers, enrollment reports, tally sheets, etc.) On Thursday, 1/28/2016 call the Emergency Shelter Commission at **617-534-2710**.

Total Persons	Total Female Children
Total Persons Under 18	Total Male Children
Total Persons 18-24	Total Veterans
Total Persons Over 18	Total Unaccompanied Youth (Under 18)
Total Families	Total Unaccompanied Youth (18-24)
Total Adults	Total Parenting Youth (Youth Parents Only: Under 18 and 18-24)
Total Children	Total Parenting Youth Under 18
Total Adult Females	Total Parenting Youth 18-24
Total Adult Males	Total Children in Parenting Youth Households (children under 18 whose parents are under 18 or 18-24)

3. Begin the electronic data collection and submission process.
  - a. **HMIS Organizations**
    - i. Complete the Project Descriptor Touchpoints/ Assessments if not already completed.
    - ii. Complete New Intakes on any new clients, Update Intakes for edits to previous clients assessments
    - iii. Pull CSV Data Package – Run Data Quality report, PIT Report and HIC report from your HMIS – Make corrections when applicable.
    - iv. Send Updated/ Corrected CSV Package, PIT Report and HIC report from your HMIS in a zipped file to [Jennifer.flynn@boston.gov](mailto:Jennifer.flynn@boston.gov)
  - b. **Non-HMIS Organizations**
    - i. Complete the **City of Boston Annual Homeless Census – Housing Inventory Chart** Google Form for each residential program at your Agency found at: <http://goo.gl/forms/qz7b1F8mKe>
    - ii. Complete the **City of Boston Annual Homeless Census – Client Questionnaire** Google Form for each person(adults and children) residing in your program on the night of 1/27/2016 found at: <http://goo.gl/forms/56SaMkwsKk>
    - iii. Once submitted, the data is automatically sent to DND.
4. **All data submissions must be completed by Friday, February 5, 2016**

Any questions regarding the Call In procedures should be directed to the Emergency Shelter Commission at 617-534-2710.

Any questions regarding the data collection and submission process should be directed to the Department of Neighborhood Development HMIS Unit at 617-635-0604.