



2020 K-Count Instructions for KYHMIS Participating Emergency Shelters and Transitional Housing Programs

While agencies not participating in KYHMIS will use the Sheltered Survey Instrument and enter client data via Counting Us for the 2020 K-Count, KHC will pull data directly from KYHMIS for all HMIS-participating emergency shelters and transitional housing programs for HUD reporting purposes.

Emergency Shelters and Transitional Housing participating in HMIS should complete the four steps below.

The **deadline** for ensuring this information is ready to be accessed and prepared for submission to HUD by KHC is **Wednesday, Feb. 5, 2020 at 5 p.m. est.** To meet this deadline, you are also asked to run and **submit an ART 0630 - Sheltered-Unsheltered PIT 2019 - v23** (directions provided in step 3) for each emergency shelter or transitional housing project you have and send to Kcount@kyhousing.org by **Wednesday, Feb. 5, 2020** at 5 p.m. EST.

FOR the K-Count

Step 1: Ensure Universal Data Elements are complete and accurate

- Make sure all Universal Data Elements (UDEs) are complete and accurate for all clients sleeping in your program on the night of January 29, 2020.
- To determine what UDEs are missing, if any, run the CoC APR, the ESG CAPER report or the ART 640 Data Quality report for a client level detailed report.
- Please pay attention to the UDE's regarding the previous housing situation questions, Household Types, Age, Race, Gender, Ethnicity, Veteran status, and Disabilities entered into HMIS. These fields are especially important in reporting K-Count information to HUD.

Step 2: Complete the 2020 K-Count Sub-Assessment

Below you will find instructions about how to access the K-Count One-Time Assessment in ClientPoint.

It is likely you will have to ask each client for the answer to the question. For children, you will need to ask the parent/guardian to provide the information.

If you have the capacity to do so, you can complete the sub-assessment directly in HMIS while talking with the client. However, you may find it more practical to gather the information from clients first using a paper form and then you can enter the responses per client in ClientPoint later.

To assist you, we have created a sub-assessment “form” you can use to gather this client information on paper first. It is available on the KHC website under Specialized Housing, K-Count. Look under Resources for the “**KYHMIS Participating Agency Only: 2020 K-Count One Time Assessment**” form.

Instructions on How to Complete the 2020 K-Count One Time Assessment (BoS ONLY) in KYHMIS

1. Log into ServicePoint.
2. Search client in ClientPoint.
3. Click on the pencil next to the client’s latest Entry under the Entry/Exit Tab.
4. Click Save and Continue.
5. Scroll to the bottom of the Entry/Exit Data Page until you see **2020 K-Count One-Time Assessment (BoS ONLY)**.
6. Click Add.
 - a. Project Entry Date will automatically populate from client’s entry date.
 - b. Enter the day after the 2020 K-Count, **January 30, 2020**.
 - c. Choose a County from drop down to answer, “In What County Was This Sub-Assessment Given?”
 - d. Choose a County or Out of State from drop down to answer, “In What KY County Did Homelessness Originate? (If not Kentucky, choose Out of State, and Select State in Question below.”
 - e. Choose a State from drop down to answer, “In What State Did Homelessness Originate?”
 - f. Select Yes or No, “Do you/this person receive disability benefits?”
 - g. Select Yes or No, “Are you/this person currently employed at a job for which you receive a paycheck?”
 - h. Choose from the list, “(If yes), is the employment part-time or full-time?”
 - i. Select Yes or No, “Are you a survivor of domestic violence?”
 - j. Select Yes or No, “Are you currently experiencing homelessness because you are fleeing domestic violence, date violence, sexual assault, or stalking?”
 - k. Choose a response that best fits the clients answer to the following question, “(If No), In your own words, can you tell me what caused you to become homeless this time?”
7. Click Save. If there are other members in the household to enter **2020 K-Count One-Time Assessments**, click Save and Add Another. Note: Assessments should also be completed for minor members of the households, if applicable (i.e. children 0-17).
8. Once you have completed the 2020 K-Count One-Time Assessment(s) for each member of the household, click **Save and Exit**.

Step 3: Run, Review and Submit PIT Report

- After your client-level information is correct for all clients who slept in your emergency shelter/transitional housing program on Wednesday, January 29, 2019, **please run an “0630 - Sheltered-Unsheltered PIT 2019 - v23” report.**

From the **ART Report Index** folder open the 0600 folder and then access the **0630 - Sheltered-Unsheltered PIT 2019 - v23**. Fill out the prompts, selecting your provider name and the dates below. Run this report separately *for each of your ES and TH projects* that will be included in the K-Count.

Prompts	
Reply to prompts before running the query.	
✓	Select Provider CoC Code(s): KY-500 Balance of State
✓	Select Provider(s): (optional) <input type="text" value="YOUR PROJECT NAME HERE"/>
✓	Enter PIT Date PLUS 1 Day: 1/30/2020 12:00:00 AM
✓	EDA Provider -Default Provider-
✓	Enter effective date 1/30/2020 12:00:00 AM
✓	Enter PIT Date: 1/29/2020 12:00:00 AM

- The report will be presented by household type, then subpopulations such as veterans, unaccompanied youth, parenting youth, chronically homeless, etc. If you refer to the “Additional Information” page of the report (the page that shows your prompts) and look under the column titled “Count Client Unique ID” you will find the total number of clients, you will be reporting to us as having slept in your project the night of January 29.
- Tab E on this report gives a detailed list of all clients that are included in the report. This will help you verify the report is correct.
- **Please submit your completed ART-630 report in PDF format to Kcount@kyhousing.org by Wednesday, February 5, 2020 at 5 p.m. EST.**

Step 4: Housing Inventory Count

- Don’t forget to also complete a Housing Inventory Count Form for your emergency shelter and transitional housing program. You can find the form as well as step-by-step instructions on the [K-Count](#) page of the KHC website under “Resources”, “Housing Inventory Count”.