



## 2023 K-Count Instructions for KYHMIS Participating Emergency Shelters and Transitional Housing Projects

While agencies not participating in KYHMIS will use the Sheltered Survey Instrument and submit client data via Counting Us for the 2023 K-Count, KHC will pull client-level data directly from KYHMIS for all HMIS-participating emergency shelters and transitional housing programs for HUD reporting purposes. If your project uses KYHMIS, you will NOT use the Counting Us app to submit client-level data for the K-Count.

Instead, **Emergency Shelters and Transitional Housing projects participating in KYHMIS** must complete the four steps below.

The **deadline** for ensuring this information is ready to be accessed by KHC and prepared for submission to HUD is **Wednesday, February 1, 2023, at 5 p.m. ET**. To meet this deadline, you are also asked to run and **submit a “CoC-APR” or “ESG-CAPER”** (directions provided in step 3 below) for each emergency shelter or transitional housing project you have to [Kcount@kyhousing.org](mailto:Kcount@kyhousing.org) by **Wednesday, February 1, 2023 at 5 p.m. ET**.

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### **Step 1: Ensure Universal Data Elements are complete and accurate**

- Make sure all Universal Data Elements (UDEs) are complete and accurate for all clients (including children) sleeping in your program on the night of **January 25, 2023**.
- To determine what UDEs are missing, if any, run the CoC APR, the ESG CAPER report, or the Data Quality Framework 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 2023 K-Count Sub-Assessment Directly in HMIS**

Below you will find instructions about how to access the 2023 K-Count One-Time Assessment in ClientPoint.

It is likely you will have to ask each client for the answer to the questions. 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 [K-Count page](#) of the KHC website under the heading “KYHMIS K-Count Directions”. Look for “**KYHMIS Participating Agency Only: 2023 K-Count One Time Assessment**” form.

### **Instructions on How to Complete the 2023 K-Count One Time Assessment (BoS ONLY) in KYHMIS**

1. Log into ServicePoint.
2. EDA in top right corner to the project the client is in.
3. Search client in ClientPoint.
4. Click on the pencil next to the client’s latest Entry under the Entry/Exit Tab.
5. Click Save and Continue.
6. Scroll to the bottom of the Entry/Exit Data Page until you see **2023 K-Count One-Time Assessment (BoS ONLY)**.
7. Click Add.
  - a. Project Entry Date will automatically populate from client’s entry date.
  - b. Enter the day after the 2023 K-Count: **January 26, 2023**.
  - 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 client’s answer to the following question, “(If No), In your own words, can you tell me what caused you to become homeless this time?” If person answered “Yes” to fleeing DV, etc. in the previous question, select “N/A”.
8. Click Save. If there are other members in the household to enter **2023 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).
9. Once you have completed the 2023 K-Count One-Time Assessment(s) for each member of the household, click **Save and Exit**.

### **Step 3: Run, Review, and Submit APR or CAPER report.**

- After your client-level information is correct for all clients who slept in your emergency shelter/transitional housing program on Wednesday, January 25, 2023, **please run a “CoC-APR”**

or “ESG CAPER” report, depending on project type and funding source. If your HMIS-participating project is a Transitional Housing project or a non-ESG/ESG-CV-funded emergency shelter, please run the CoC-APR. If you are an ESG/ESG-CV-funded emergency shelter, please run the ESG CAPER.

From the **main page on ServicePoint** after logging in navigate to **the menu on the left-hand side** and select **‘Reports’** then access either **CoC-APR or ESG CAPER report** under Provider Reports. Fill out the prompts, selecting your project name and **one-day date range below (01/25/2023)**. Run reports separately **for each of your ES and TH projects** that will be included in the K-Count.

**Report Options**

Name: Enter Provider Name Here + Project Name + Date

Description: K-count report submission

Provider Type:  Provider  Reporting Group

Provider\*: HIT SEARCH AND SELECT YOUR PROJECT NAME HERE Search My Provider Clear

This provider AND its subordinates  This provider ONLY

Program Date Range\*: 01/25/2023 to 01/25/2023

Entry/Exit Types\*:  Basic  Basic Center Program Entry/Exit  HUD  PATH  Quick Call  RHY  Standard  Trans Program

Build Report Download Clear

- On the report under 5a look for number 8 to locate ‘Number of Stayers’. **This is the number of clients you will be reporting as in your shelter/transitional housing for the K-count.** You can click the blue number associated with ‘Number of Stayers’ to find a list of clients you will be reporting to us. Please confirm accuracy before submission.
- The blue number associated with ‘Number of Stayers’ on this report is clickable and gives a detailed list of all clients that are included in the report. This will help you verify the report is correct.

5a - Report Validations Table	
Report Validations Table	
1. Total Number of Persons Served	34
2. Number of Adults (age 18 or over)	25
3. Number of Children (under age 18)	9
4. Number of Persons with Unknown Age	0
5. Number of Leavers	0
6. Number of Adult Leavers	0
7. Number of Adult and Head of Household Leavers	0
8. Number of Stayers	34
9. Number of Adult Stayers	25
10. Number of Veterans	3
11. Number of Chronically Homeless Persons	10
12. Number of Youth Under Age 25	3
13. Number of Parenting Youth Under Age 25 with Children	1
14. Number of Adult Heads of Household	24
15. Number of Child and Unknown-Age Heads of Household	0
16. Heads of Households and Adult Stayers in the Project 365 Days or More	0

- Please submit your completed CoC-APR or ESG CAPER report in **PDF format** to [Kcount@kyhousing.org](mailto:Kcount@kyhousing.org) by Wednesday, February 1, 2023, 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/HIC](#) page of the KHC website under the section titled "Housing Inventory Count".

#### Questions?

Please submit questions using the ["Submit a Request"](#) function of the [Housing Contract Administration \(HCA\) Partner Agency Portal](#).