

Butte Countywide Homeless Continuum of Care

Process for Sharing Point In Time Data

May 25, 2017

The Butte Countywide Homeless Continuum of Care leads a biennial Homeless Point In Time (PIT) census count and provides a comprehensive report of its findings to the community. This PIT Census and Survey Report is approved by, the CoC Council, and posted on the CoC website. At times, there may be a need for specific data to be extracted from the PIT raw data that was not included in the report. The following is the process for those ad hoc requests:

1. Requests for information will be forwarded directly to the Butte Countywide Homeless Continuum of Care at one of the addresses listed below. The request should include a description of the data of interest or the interested application for which data is needed. This will serve to document CoC data usage. Sherisse, or a CoC representative, will then meet with the requesting entity to inform them what data is available that could possibly respond to their interest. An estimate of time needed to extract the requested data will then be generated.
2. In the case that it is a short-term project, taking less than 20 hours of work, Sherisse will forward a brief overview of the request and estimated hours to the CoC officers, simultaneous to the requesting entity. There will be no pre-authorization or approval of data findings necessary by the CoC. Sherisse will contract directly with the requesting entity at \$50 per hour.
3. If the request exceeds 20 hours of work, Sherisse will contact the CoC officers with a request overview and estimated number of hours. It will then be determined at what level the CoC should be engaged in the project. The project may be managed as a short-term project as described above or further integrated with the work of the CoC.
4. No raw data will be electronically granted. All data findings provided to the community outside of the 2017 Point In Time Census and Survey Report will be marked as an addendum to the report and posted on the CoC website with the 2017 Point In Time Census and Survey Report. A copy of the addendum will be sent to the CoC Officers simultaneous to posting it on the website.
5. The CoC Officers will announce the availability of the Addendum to the full CoC membership and make use of it as deemed beneficial.

CONTACT INFORMATION FOR COC REQUESTS FOR DATA:

By Email:

ttenorio@buttecaa.com; edm@butte-housing.org

By Mail/In Person:

Housing Authority of the County of Butte
2039 Forest Avenue
Chico, CA 95928