

Ohio Balance of State Continuum of Care 2018 Housing Inventory Count and Point-in-Time Count Guidance

Ohio Balance of State Continuum of Care



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Part I: Overview

Purpose of This Document

This document serves two primary purposes. First, it outlines Ohio BoSCoC-specific requirements for the 2018 Housing Inventory Count and Point-in-Time Count. These requirements are in addition to those put in place by HUD; all providers/communities must review all applicable HUD guidance on conducting HIC and PIT Counts in addition to this guidance. Second, this document outlines the process for collecting and reporting local HIC/PIT data to the Ohio BoSCoC.

HUD Guidance on conducting HIC/PIT Counts can be found at:
<https://www.hudexchange.info/programs/hdx/guides/pit-hic/#general-pit-guides-and-tools>.

This document is comprised of three parts:

- Part I: Overview- General information and components of the Ohio BoSCoC HIC/PIT Count
- Part II: Data Collection Process- Instructions for collecting HIC/PIT data within local communities
- Part III: Data Reporting Process- Instructions for submitting HIC/PIT data to COHHIO

Appendices are also included in order to provide additional information that is relevant to the HIC/PIT process.

Background

The U.S. Department of Housing and Urban Development (HUD) requires counts of sheltered and unsheltered homeless persons for those communities receiving federal funding from the Continuum of Care (CoC) and Emergency Solutions Grant Programs. These are called Point-in-Time Counts (PIT), as they occur on one night during the last ten days of January. While HUD requires that PIT counts occur on at least a biennial basis, the Ohio BoSCoC conducts PIT counts annually.

HUD also requires the annual completion of a Housing Inventory Count (HIC), which provides an overview of a community's homeless program inventory.

Collecting data on the numbers and characteristics of homeless individuals and families as well as homeless services capacity can serve additional purposes over and beyond meeting HUD requirements. Accurate counts offer several benefits including:

- Providing support for local planning efforts by identifying unmet needs and trends in size and characteristics of homeless populations
- Supplying guidance for development of more effective programming and services
- Raising awareness of homelessness
- Enhancing local homeless programs' volunteer base
- Assisting with allocation of resources around local priorities
- Targeting interventions for certain homeless sub-populations
- Opportunity to conduct community outreach, engagement, screening, and triage to identify people experiencing homelessness in need of services
- Identifying community goals
- Assisting in measuring progress toward homelessness reduction goals

Housing Inventory Count (HIC) Components

The HIC includes inventory and capacity information about all programs dedicated to serving homeless persons in a community, regardless of the source of funding. The HIC captures inventory information for the following five program types:

- Emergency Shelters
- Transitional Housing
- Rapid Re-Housing

- Safe Havens
- Permanent Supportive Housing

Only homeless dedicated projects should be included in the HIC. A project is considered homeless dedicated if:

- The primary intent of the project is to serve homeless persons
- The project verifies homeless status as part of its eligibility determination
- The actual project clients are predominantly homeless

The Ohio BoSCoC uses HMIS to generate HIC information for all BoSCoC homeless service providers- this includes providers that currently enter data into HMIS and those that do not. Additional information on collecting and reporting HIC information can be found in the *Part II: Data Collection Process* and *Part III: Data Reporting Process* sections of this document.

Changes to Ohio BoSCoC 2018 HIC Requirements

Primary changes in HUD requirements and Ohio BoSCoC requirements/process for the 2018 Housing Inventory Count are as follows:

- The Department of Veterans Affairs recently designated components within its Grant and Per Diem Program (GPD). Beginning in 2017, communities must report their GPD projects by component type and project type in the HIC.

Point-in-Time Count (PIT) Components

The PIT Count provides data on the number and characteristics of people who are homeless in a community. Both sheltered and unsheltered persons must be included in the count.

Sheltered Count

Ohio BoSCoC communities must count all persons who are sleeping in beds designated for homeless persons that are provided by the following program types:

- Emergency shelter
- Transitional housing
- Safe haven programs

Communities must also count all persons experiencing homelessness who were residing in hotel/motels paid for with public or private funds as well as those persons residing in any extreme weather shelters (also called cold shelters) on the night of the PIT Count.

Unsheltered Count

Ohio BoSCoC communities must identify and collect information on all persons in their communities who, on the night of the count, are living in a place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including cars, encampments, or abandoned buildings.

Types of Data Collected

Ohio BoSCoC communities must collect the basic data on unsheltered and sheltered homeless persons that HUD mandates. This does not preclude communities from collecting local-level information on other items they deem important. Following are the basic data CoCs must count at minimum:

For Sheltered and Unsheltered Homeless

- *Households with Children*

- Number of households with children (and number of persons in those households) in emergency shelters, safe havens, and transitional housing
 - Number of persons under age 18
 - Number of persons age 18 – 24
 - Number of persons over age 24
 - Numbers by race, ethnicity, and gender
- *Households without Children*
- Number of households without children (and number of persons in those households) in emergency shelters, safe havens, and transitional housing
 - Number of persons under age 18
 - Number of persons age 18 – 24
 - Number of persons over age 24
 - Numbers by race, ethnicity, and gender
- *Youth Households*
- Number of households with only children (and number of persons in those households) in emergency shelters, safe havens, and transitional housing
 - Number of parenting youth households
 - Number of parenting youth under age 18
 - Number of parenting youth 18-24
 - Number of children with parenting youth (children under age 18 with parents under 25)
 - Number of unaccompanied youth households
 - Number unaccompanied youth under age 18
 - Number unaccompanied youth age 18-24
 - Numbers by race, ethnicity, and gender
- *Veteran Households with Children*
- Number of households with children (and number of persons in those households) in emergency shelters and transitional housing
 - Number of persons under age 18
 - Number of persons age 18 – 24
 - Number of persons over age 24
 - Numbers by race, ethnicity, and gender
- *Veteran Households without Children*
- Number of households without children (and number of persons in those households) in emergency shelters, safe havens, and transitional housing
 - Number of persons age 18 – 24
 - Number of persons over age 24
 - Numbers by race, ethnicity, and gender
- Number of adults who are chronically homeless
- Number of families (and number of persons in those households) who are chronically homeless
- Number of adults (including veterans) who are:
 - Seriously mentally ill
 - Chronic substance abusers
 - Persons with HIV/AIDS
 - Victims of domestic violence

The Ohio BoSCoC uses HMIS to generate PIT Count information for the entire BoSCoC. Additional information on collecting and reporting PIT information can be found in the *Part II: Data Collection Process* and *Part III: Data Reporting Process* sections of this document.

Changes to Ohio BoSCoC 2018 PIT Requirements

Primary changes in HUD requirements and Ohio BoSCoC requirements/process for the 2018 PIT Count are as follows:

- Expanded gender identity options in the PIT count response options now include “Transgender Male” and “Transgender Female”.
- Data collected on survivors of domestic violence is now limited to reporting on those who are currently experiencing or fleeing domestic violence, dating violence, sexual assault, or stalking.
- CoC’s are now required to report on the number of children of parenting youth families where the parent is under 18 separate from the children of parenting youth families where the parent is aged 18 to 24.

Part II: Data Collection Process

Ohio BoSCoC 2018 HIC and PIT Count Collection Process: Overview

Conducting HIC/PIT Counts

All Ohio BoSCoC communities must conduct a HIC and PIT Count in 2018. The date of the Ohio BoSCoC HIC and PIT Count is **Tuesday, January 23, 2018**.

Each Ohio BoSCoC Homeless Planning Region or county is permitted to organize their HIC and PIT Count as they see fit, but they must conduct their counts between the hours of **8:00pm on January 23, 2018 and 6:00am January 24, 2018** (service-based counts may be done on the days following) and their efforts must meet HUD and Ohio BoSCoC minimum requirements. All collected HIC and PIT data and processes must be reported to CoC staff at COHHIO via the process outlined in this document.

Ohio BoSCoC Use of HMIS for HIC and PIT

The Ohio BoSCoC will use HMIS to compile and report on all HIC and PIT information:

- All HIC information is currently housed in HMIS and is reported through the *Housing Inventory Chart Verification Report*. Providers can run this report at any time. This data is reported to HUD through the Homeless Data Exchange.
- Sheltered PIT data for HMIS participating providers is currently housed in HMIS and is reported to HUD through the Homeless Data Exchange. Providers can check their data at any time using standard HMIS reports.
- Sheltered PIT data for non-HMIS participating providers will be entered into HMIS by CoC staff using the information provided on the *Sheltered Count Forms*. This data is reported to HUD through the Homeless Data Exchange.
- Unsheltered PIT data collected during the PIT Count will be entered into a dedicated Unsheltered Persons project in HMIS by CoC staff using the information provided on the *Unsheltered Count Forms*, *Unsheltered Observation Count Forms*, and *Service-Based Count Forms*. This data is reported to HUD through the Homeless Data Exchange.

Since all sheltered PIT data for HMIS participating providers is generated out of HMIS, it is critical that provider and client level data be accurate at all times. In advance of the sheltered PIT data being pulled from HMIS on February 9, 2018, HMIS participating providers should run their own reports and review

their data to make sure the sheltered PIT data and bed inventory information are accurate before the HIC/PIT Count date. Most importantly, providers should run the Entry/Exit Report a few days prior to the PIT Count date and after the PIT Count date. This report will help providers identify any old clients for whom an exit date was not entered and/or identify clients for whom data was not entered in a timely fashion. Any questions about how to use this report to help ensure HMIS data quality can contact the COHHIO HMIS team at hmis@cohhio.org.

HIC/PIT County Contact

One primary HIC/PIT County Contact must be identified for each county (or region, if planning and counting efforts have been organized regionally) and their contact information shared with CoC staff at ohioboscoc@cohhio.org by November 27, 2017. This person will serve as the primary contact for all 2018 HIC/PIT correspondence. This person will also be responsible for ensuring that PIT Count Survey Tools are submitted to CoC staff according to the timeframe outlined below and will certify the accuracy of final submitted HIC and PIT data. **Failure to submit HIC/PIT data could jeopardize CoC funding for an entire county or region.**

Email correspondence for the 2018 HIC/PIT Count should be directed to CoC staff at ohioboscoc@cohhio.org.

Ohio BoSCoC 2018 Housing Inventory Count (HIC) Collection Process

Ohio BoSCoC Housing Inventory Chart Verification Report

Every county is responsible for providing accurate, updated housing inventory information to COHHIO. This process involves two steps:

1. For HMIS participating providers:

- Projects with changes in housing inventory:
All projects that have experienced any changes in capacity, name, target population, and/or funding, or are expecting to experience a change in the coming months, should submit a *Housing Inventory Chart Verification Report* (HICVR) to COHHIO by February 7, 2018 with changes noted. The designated HMIS Agency Administrator will sign the report to verify that all information is correct and submit it to COHHIO using the process outlined in Part III of this document.
- Projects with no changes to housing inventory:
Any project that has not and is not expecting to have any changes in capacity, name, target population, and/or funding will not be required to submit a *Housing Inventory Chart Verification Report* (HICVR) during the 2018 HIC Collection Process unless directed by COHHIO to do so.
- Projects with utilization issues:
By January 5, 2018, COHHIO will publish a list of projects where bed and unit utilization reports indicate a possible misalignment with that project's housing inventory. Those providers will be required to run a *Housing Inventory Chart Verification Report* (HICVR) for the project, paying particular attention to the number of beds and units reported. After reviewing and making any needed updates to the report, the HICVR must be submitted to COHHIO by February 7, 2018. The designated HMIS Agency Administrator will sign the report to verify that all information is correct and submit it to COHHIO using the process outlined in Part III of this document.

2. For non-HMIS participating providers:

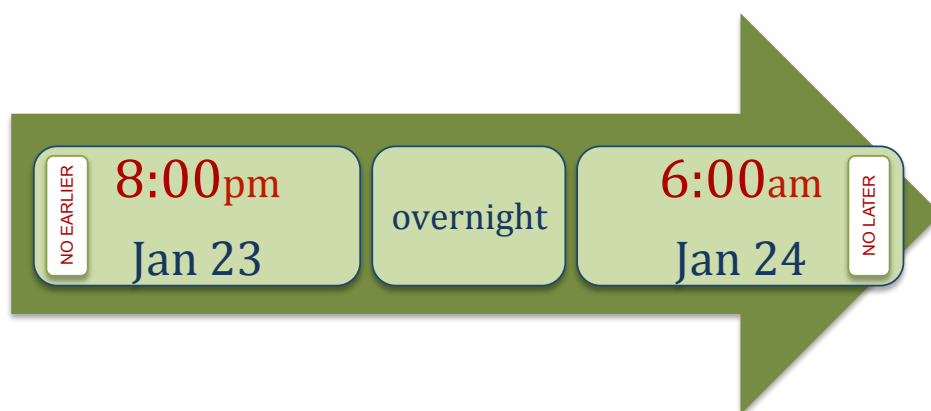
By January 12, 2018 the designated HIC/PIT County Contact will run a county-wide *Housing Inventory Chart Verification Report* from HMIS for all non-HMIS participating providers in the

county. If the HIC/PIT County Contact doesn't have access to HMIS, they can contact the COHHIO HMIS team at hmis@cohhio.org to run the report on their behalf and send to them. The report includes pre-populated HIC information for every non-HMIS participating homeless dedicated project within the county. The Contact should consult with every provider listed in the report to review their information and then note any changes to current inventory. The Contact should also add or remove projects as necessary to ensure that every currently-operating homeless dedicated project in their county is reported to the CoC. If a new project is identified in the community, the Contact should work with the provider to complete a New Project Form. Providers should pay particular attention to the number of beds reported for their projects, as the information finalized in the HIC will be used to update inventory information in HMIS. After reviewing and making any needed updates to the report(s), the designated HIC/PIT County Contact will sign the report(s) to verify that all information is correct and submit it to COHHIO using the process outlined in Part III of this document.

Ohio BoSCoC 2018 Point-in-Time (PIT) Count Collection Process

Date of the Counts

The Ohio BoSCoC PIT Count will occur on **Tuesday, January 23, 2018**. Ohio BoSCoC communities must conduct their sheltered (for non-HMIS participating providers) and unsheltered PIT Counts between **8:00pm on the night of January 23, 2018 and 6:00am** the following morning.



PIT Data Collection Methods and Procedures

All Ohio BoSCoC communities must use the following methods for collecting sheltered and unsheltered data and must use the data collection tools provided by COHHIO.

For sheltered homeless

- HMIS data:
 - COHHIO HMIS staff will pull sheltered data for all HMIS participating projects and consult with providers as necessary concerning any data issues.
- Homeless Service Provider Surveys:
 - All homeless dedicated projects not participating in HMIS must provide all required population and subpopulations data for all persons in their projects during the PIT Count. These projects must use the *Sheltered Count Form* to collect data on each person in their project during the PIT Count and must submit the completed forms to the county's HIC/PIT County Contact, who will in turn submit the forms to COHHIO. Details about submitting the completed forms can be found in Part III of this document.

For unsheltered homeless

- Street Count/Public Places Count:
 - All Ohio BoSCoC counties must conduct, at minimum, unsheltered counts that involve sending enumerators to any locations in which unsheltered homeless have been identified or are known to congregate.
 - All unsheltered people encountered should be interviewed using the *Unsheltered Count Form* in order to collect all required data. If a person refuses to provide information or is otherwise not able to be engaged, enumerators should use the *Unsheltered Observation Count Form*.

AND

- Service-Based Screening/Interview:
 - In the days after the PIT Count, Ohio BoSCoC communities should conduct service-based counts in relevant locations (e.g., meal sites, foodbanks, etc.) in order to identify any people who were unsheltered on the night of the PIT Count but who were not already counted. Communities must use the *Service-Based Count Form* to collect data on those persons.

Completed unsheltered and sheltered count forms must be submitted by the local HIC/PIT County Contact to COHHIO directly. Details about submitting the completed forms can be found in Part III of this document.

HIC/PIT County Contacts should submit all count forms to COHHIO, even those that are incomplete or seem inaccurate. COHHIO will review all forms and make every effort to ensure all unsheltered homeless persons are counted.

Data Collection Tools

All BoSCoC communities **MUST** use the COHHIO provided data collection tools. These can be found at <https://cohhio.org/member-services-2/boscoc/point-in-time-count/>.

All completed forms must be collected by the HIC/PIT County Contact and submitted to COHHIO. Details on the submittal process and timeline can be found in Part III of this document.

Part III: Data Reporting Process

Ohio BoSCoC 2018 HIC and PIT Count Reporting Process: Overview

Communities are responsible for submitting HIC and PIT reports and data collection tools to COHHIO using the processes outlined in this section. All reports and tools/forms are due to COHHIO no later than February 7, 2018.

Responsibilities of the HIC/PIT Count Contact

The designated HIC/PIT County Contact serves as the primary contact for all 2018 HIC/PIT correspondence and is responsible for collecting and submitting the non-HMIS participating *Housing Inventory Count Verification Report* and all PIT Count forms directly to COHHIO. This person will also certify the accuracy of the final submitted HIC and PIT data.

Responsibilities of local providers

HMIS participating providers are responsible for submitting their agency's *Housing Inventory Count Verification Report* directly to COHHIO. All PIT Count forms should be sent to the HIC/PIT County Contact for submittal to COHHIO.

Email correspondence for the 2018 HIC/PIT Count should be directed to CoC staff at ohioboscoc@cohhio.org.

Ohio BoSCoC 2018 Housing Inventory Count (HIC) Reporting Process

HIC data must be submitted using the following procedures:

For HMIS participating providers:

- All providers required to submit a *Housing Inventory Chart Verification Report* for their project(s) as outlined in Part II of this document must submit the HICVR to COHHIO no later than February 7, 2018. The designated HMIS Agency Administrator must complete the cover sheet that is attached to the HICVR. The cover sheet should include detailed explanations for any requested changes.
- The report and cover sheet must be emailed to CoC staff at ohioboscoc@cohhio.org.

For non-HMIS participating providers:

- The Ohio BoSCoC HIC/PIT County Contact must submit the county's final *Housing Inventory Chart Verification Report* for non-HMIS participating providers and any *New Project Forms* to COHHIO no later than February 7, 2018. These reports should contain any revisions and/or additions that were identified during the county's housing inventory review.
- The HIC/PIT County Contact must complete the cover sheet that is attached to the HICVR. The cover sheet should include detailed explanations for any requested changes.
- The report and cover sheet must be emailed to CoC staff at ohioboscoc@cohhio.org.

Upon receipt of the *Housing Inventory Chart Verification Report*, COHHIO staff will review the information and contact the HIC/PIT County Contact or HMIS Administrator with any questions. HIC information will be updated in HMIS before COHHIO submits the data to HUD.

Ohio BoSCoC 2018 Point-in-Time (PIT) Count Reporting Process

PIT data must be submitted using the following procedures:

- The Ohio BoSCoC HIC/PIT County Contact must collect all *Unsheltered Count Forms*, *Sheltered Count Forms*, *Unsheltered Observation Count Forms*, and *Service-Based Count Forms* that were completed by the county during the 2018 PIT Count.
- The Ohio BoSCoC HIC/PIT County Contact must submit the original copies of the forms to COHHIO no later than February 7, 2018. The Contact should retain photocopies of the forms and keep them in a secure location. Note that all count forms should be mailed, even those that are incomplete or seem to be inaccurate. COHHIO will review all forms and work with HIC/PIT contacts where necessary to resolve any discrepancies.
- The HIC/PIT County Contact must complete the *PIT Count Forms Submission Cover Sheet* found in the appendix of this document and submit it along with the forms.
- The forms and cover sheet must be mailed to:
Erica Mulryan
COHHIO
175 S. Third St., Suite 580
Columbus, OH 43215

Upon receipt of the PIT Count forms, COHHIO staff will review the information and contact the HIC/PIT County Contact with any questions. PIT information will be entered in HMIS before COHHIO submits the data to HUD.

APPENDIX A: Timeline

Ohio BoSCoC 2018 HIC and PIT Count: Timeline

November 21, 2017	Ohio BoSCoC 2018 HIC & PIT Count Training Webinar- Overview
November 27, 2017	Ohio BoSCoC HIC/PIT County Contacts for each county identified and reported to CoC staff Email to: ohioboscoc@cohhio.org with contact name and info
November 29, 2017	Ohio BoSCoC 2018 HIC & PIT Count Training Webinar- PIT Count Planning for Communities
November 30, 2017	Ohio BoSCoC 2018 HIC & PIT Count Training Webinar- Youth PIT Count Planning
January 5, 2018	COHHIO publishes list of projects required to run/review/submit <i>Housing Inventory Chart Verification Reports</i> on COHHIO website at https://cohhio.org/member-services-2/boscoc/point-in-time-count/
January 8, 2018	Ohio BoSCoC 2018 HIC & PIT Count Training Webinar- Housing Inventory Count (HIC) Training
By January 12, 2018	-HIC/PIT County Contact runs the <i>Housing Inventory Chart Verification Report</i> from HMIS for all non-HMIS participating providers -HMIS participating projects on COHHIO's published list and providers that need to report updated project info run the <i>Housing Inventory Chart Verification Report</i> for their project(s)
January 15-31, 2018	-HIC/PIT County Contact reviews the <i>Housing Inventory Chart Verification Report</i> with all non-HMIS participating providers and makes corrections and updates as necessary -HMIS participating providers review the <i>Housing Inventory Chart Verification Report</i> and make corrections and updates as necessary
January 23, 2018 8:00pm - 6:00am	Ohio BoSCoC 2018 HIC and PIT Count Communities conduct Street Count and non-HMIS providers conduct Sheltered Count
January 24-31, 2018	Communities conduct Service-Based PIT Counts
By February 7, 2018	-HIC/PIT County Contact submits the final <i>Housing Inventory Chart Verification Report</i> for non-HMIS participating providers to COHHIO. -HMIS Agency Administrator submits final <i>Housing Inventory Chart Verification Report</i> for their project(s) to COHHIO. Email to: ohioboscoc@cohhio.org
By February 7, 2018	HIC/PIT County Contact submits all completed <i>Unsheltered Count Forms</i> , <i>Unsheltered Observation Count Forms</i> , <i>Service-Based Count Forms</i> , and <i>Sheltered Count Forms</i> to COHHIO. Reports must include cover sheet located in Appendix E. Mail to: Erica Mulryan COHHIO 175 S. Third St., Ste 250 Columbus, OH 43215
February 9, 2018	COHHIO HMIS Data Pull (for January 23) for sheltered homeless PIT data for HMIS participating providers
May 2018 (date TBD)	COHHIO/ODSA submit Ohio BoSCoC HIC and PIT data to HUD via HDX

APPENDIX B: Process Charts for HIC and PIT Counts

The following process charts are included to assist communities in planning and conducting the 2018 Ohio BoSCoC HIC and PIT Count. Each chart contains a brief step-by-step guide for completing required activities and includes critical deadlines. Checkboxes next to each item can be used for keeping track of completed tasks. Communities should refer to Part II and Part III of this document for detailed explanations of the procedures outlined in these charts.

Process charts are provided for the following activities:

- Housing Inventory Count for non-HMIS participating providers
- Housing Inventory Count for HMIS participating providers
- Unsheltered PIT Count
- Sheltered PIT Count for HMIS participating providers
- Sheltered PIT Count for non-HMIS participating providers

Task
Completed

☐

HOUSING INVENTORY COUNT

(HIC/PIT County Contact responsibilities for non-HMIS participating providers)

☐

by November 27, 2017:

HIC/PIT County Contact identified and reported to COHHIO

☐

by January 12, 2018:

County Contact runs county-wide *Housing Inventory Chart Verification Report* (HICVR) for non-HMIS participating providers

☐

January 15-31, 2018:

- County Contact works with county/regional providers to review and update HICVR information
- County Contact completes *New Project Form* for any new projects in the community

☐

by February 7, 2018:

HIC/PIT County Contact submits all *Housing Inventory Chart Verification Reports* and *New Project Forms* to COHHIO

Reports submitted via email to:
ohioboscoc@cohhio.org

The *Housing Inventory Chart Verification Report* is located in the ART section of ServicePoint: Public>Balance of State>As Needed>Housing Inventory Count

CoC staff can provide assistance in running the county-wide version of the HICVR.

The *New Project Form* is located in the ART section of ServicePoint: Public>Balance of State>As Needed>New Project Form

Task
Completed



HOUSING INVENTORY COUNT

(HMIS participating providers)



by January 5, 2018:

COHHIO publishes list of HMIS participating projects required to submit *Housing Inventory Chart Verification Report (HICVR)*

The list will be published on COHHIO's website at: <https://cohhio.org/member-services-2/boscoc/point-in-time-count/>



by January 12, 2018:

- Projects identified on COHHIO's list run *Housing Inventory Chart Verification Report (HICVR)*
- Projects with housing inventory or other changes run *Housing Inventory Chart Verification Report (HICVR)*

The *Housing Inventory Chart Verification Report* is located in the ART section of ServicePoint: Public>Balance of State>As Needed>Housing Inventory Count



January 13-31, 2018:

- Providers review and update HICVR(s)
- HMIS Agency Administrator completes cover sheet, verifying information and explaining any requested changes



by February 7, 2018:

HMIS Agency Administrator submits Report to COHHIO

Reports submitted via email to:
ohioboscoc@cohhio.org

Task
Completed

☐

UNSHELTERED PIT COUNT

(all providers)

☐

by November 27, 2017:

HIC/PIT County Contact identified and reported to
COHHIO

☐

December 1, 2017 - January 22, 2018:

HIC/PIT Contact distributes PIT Count tools and
organizes count

☐

8:00pm January 23 - 6:00am January 24, 2018:

Communities conduct street count using *Unsheltered
Count Form* or *Unsheltered Observation Count Form*

☐

January 24-31, 2018:

Communities conduct service-based counts using
Service-Based Count Form

☐

by February 2, 2018:



Communities submit all PIT Count forms to HIC/PIT
County Contact

☐

by February 7, 2018:

HIC/PIT Contact submits PIT forms to COHHIO at:
Erica Mulryan
COHHIO
175 S. Third St., Suite 580
Columbus, OH 43215

Use these PIT Count Tools:

	UNSHELTERED COUNT FORM
	OBSERVATION COUNT FORM



	SERVICE-BASED COUNT FORM
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Task
Completed

☐

SHELTERED PIT COUNT

(non-HMIS participating providers)

☐

by November 27, 2017:

HIC/PIT County Contact identified and reported to COHHIO

☐

December 1, 2017 - January 22, 2018:

HIC/PIT Contact distributes PIT Count tools and organizes count

☐

January 23 - January 24, 2018:

Providers conduct count using *Sheltered Count Form* for clients who stayed in their program on the night of January 23, 2018

Use this PIT Count Tool:

☐

by February 2, 2018:

Providers submit forms to HIC/PIT County Contact

☐

by February 7, 2018:

HIC/PIT Contact submits PIT forms to COHHIO at:

Erica Mulryan
COHHIO
175 S. Third St., Suite 580
Columbus, OH 43215

Task
Completed

☐

SHELTERED PIT COUNT

(HMIS participating providers)

☐

by January 12, 2018:

Providers should run the *Data Quality Report* and review for accuracy and completeness

☐

by January 19, 2018:

Providers should run the *Entry/Exit Report* making sure all clients have entry and exit dates entered

☐

January 24-25, 2018:

Providers should run the *Entry/Exit Report* again making sure all client entry and exit dates have been entered

☐

February 9, 2018:

COHHIO staff will pull reports for sheltered PIT data from HMIS

The *Data Quality Report* is located in the ART section of ServicePoint: Public>Balance of State>Data Quality and Performance>Data Quality- All Workflows

The *Entry/Exit Report* is located in the Reports section of ServicePoint: Reports>Entry/Exit Report

APPENDIX C: Definitions

Adults with HIV/AIDS: This subpopulation category of the PIT includes adults who have been diagnosed with AIDS and/or have tested positive for HIV.

Adults with Serious Mental Illness (SMI): this subpopulation category of the PIT includes adults with a severe and persistent mental illness or emotional impairment that seriously limits a person's ability to live independently. Adults with SMI must also meet the qualifications identified in the term for 'disability'.

Adults with a Substance Use Disorder: This subpopulation category of the PIT includes adults with a substance abuse problem (alcohol abuse, drug abuse, or both). Adults with a substance use disorder must also meet the qualifications identified in the term for "disability" (e.g., "is expected to be long-continuing or indefinite duration").

Chronically Homeless Person or Family: an unaccompanied homeless individual (18 or older) with a disability or a family with a head of household who has a disability who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years where the combined occasions total a length of time of at least 12 months.

To be considered chronically homeless during the PIT Count, persons must be sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in emergency shelter during that time (not people in transitional housing programs).

Dependent Child(ren): persons under the age of 18 accompanied by one or more adults.

Disability (Disabled): an individual with one or more of the following conditions:

- A. A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that:
 - (1) Is expected to be long-continuing or of indefinite duration;
 - (2) Substantially impedes the individual's ability to live independently; and
 - (3) Could be improved by the provision of more suitable housing conditions.
- B. A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); or
- C. The disease of Acquired Immunodeficiency Syndrome (AIDS) or any condition arising from the etiologic agency for Acquired Immunodeficiency Syndrome (HIV)

Emergency shelter: any facility, the primary purpose of which is to provide temporary shelter for the homeless in general or for specific populations (e.g., domestic violence, HIV/AIDS, Veterans, etc.) of the homeless.

- **Persons staying in emergencies shelters should be included in the 2018 HIC and PIT Count**

Episode: a separate, distinct, and sustained stay on the streets and/or in an emergency homeless shelter. To be counted as a distinct episode, the period separating the occasions must include at least 7 nights of living in situation other than a place meant for human habitation, in an emergency shelter, or in a safe haven.

Homeless: according to HUD, a person is considered homeless ONLY when he/she resides in one of the places described below at the time of the PIT count:

An unsheltered homeless person resides in:

- *A place not meant for human habitation, such as cars, parks, sidewalks, alleys, transportation depots, abandoned buildings, commercial establishments (e.g., movie theaters, laundromats, restaurants), chicken coops or other farm outbuildings, campgrounds, or on the street.*

A sheltered homeless person resides in:

- *An emergency shelter*
- *Transitional housing for homeless persons who originally came from the streets or emergency shelters*

Emergency shelters (including temporary emergency shelters only open during severe weather) and transitional housing include domestic violence shelters, residential programs for runaway/homeless youth, and any hotel/motel/apartment voucher arrangements paid for by a public/private agency because the homeless person is homeless.

Households Without Dependent Children: single individuals and adult-only households, such as couples without children.

Individual: single men, single women, and single persons of undetermined age or gender.

Parenting Youth: a youth who identifies as the parent or legal guardian of one or more children who are present with or sleeping in the same place as that youth parent, where there is no person over age 24 in the household.

Permanent Supportive Housing: a project type that provides housing of unlimited duration and supportive services to disabled homeless persons and families (at least one adult or child has a disability). The supportive services must be designed to meet the needs of the program participants and must be made available to them.

- **PSH beds/units should be included in 2017 HIC (and the number of people in those beds/units during the PIT Count), but those people should not be included in the sheltered PIT Count.**

Rapid Re-housing: a project type that provides supportive services and/or short-term (up to 3 months) or medium-term (3 to 24 months) rental assistance as necessary to help a homeless individual or family, with or without disabilities, move as quickly as possible into permanent housing.

- **RRH beds/units should be included in 2018 HIC (and the number of people in those beds/units during the PIT Count), but those people should not be included in the sheltered PIT Count.**

Service-Based Count: unsheltered homeless count method that utilizes the strategy of reaching out to persons based on their use of non-shelter services (e.g., soup kitchens, food pantries, Health Care for the Homeless facilities, outreach programs and mainstream social service agencies). These counts can generally be completed by interviewing the homeless person(s) present at the service site.

Street/Public Places Count: system of counting unsheltered homeless that utilizes a defined territory (known locations and/or covering every block) and intensity of data collection (counting, observation, and/or the use of interviewing). This approach is often utilized to find homeless persons in non-service locations (e.g., streets, parks, public buildings, vehicles, etc.).

Transitional Housing: a project type intended to facilitate the movement of homeless individuals and families to permanent housing. Homeless persons may live in transitional housing programs for up to 24 months and receive supportive services that enable them to live more independently. The supportive services may be provided by the organization managing the housing or coordinated by them and provided by other public or private agencies. Transitional housing can be provided in one structure or several structures, at one site or in multiple structures at scattered sites.

- **Persons staying in transitional housing should be included in the 2018 HIC and PIT Count**

Unaccompanied Youth: youth under age 25 who are not accompanied by a parent, guardian, or other adult over age 25 and are not a parent presenting with or sleeping in the same place as his/her child(ren.) Unaccompanied youth are single youth, youth couples, and groups of youth presenting together as a household.

Unsheltered: places not meant for human habitation, including automobiles, sidewalks, streets, parks, alleys, transportation depots, all night commercial establishments (e.g., truck stops, grocery stores), abandoned buildings, farm outbuildings and other similar places.

- **Persons living in places not meant for human habitation should be included in the 2018 PIT Count**

Veteran: person who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

Victim(s) of Domestic Violence: person(s) who has been injured either emotionally, physically, or sexually through the “willful intimidation, assault, battery, sexual assault or other abusive behavior perpetrated by one family member, household member, or intimate partner against another”.

APPENDIX D: HIC/PIT Count Guidance for Non-CoC Funded Projects

This appendix provides clarification regarding non-CoC funded programs and persons to include in the 2018 Housing Inventory Count (HIC) and Point-in-Time Count (PIT).

HIC & PIT Guidance: Programs Serving Homeless Persons

In addition to HUD's Continuum of Care (CoC) Program funding, there are a number of state and federally funded programs that provide assistance to homeless individuals and families. Following is a list of some of the most common programs used to assist homeless persons in Ohio, and guidance on whether or not persons being served by those programs should be counted as homeless during the 2018 PIT Count. Guidance on how to record units/participants on the Housing Inventory Chart (HIC) is included as well.

Please remember, only projects (and their beds/units) that are ***dedicated to serving homeless persons*** should be reported in the HIC, and only people in homeless dedicated emergency shelter and transitional housing projects should be reported as homeless in the PIT Count. Homeless dedicated projects are defined as:

- Projects where the primary intent is to serve homeless persons
- Projects that verify homeless status as part of eligibility determination
- Actual project clients are predominantly homeless (or, for PSH, were homeless at entry)

If you think your local program is homeless dedicated and assists persons who should be counted as homeless in the PIT count and included on the HIC, but the guidance below indicates otherwise, please contact Erica Mulryan at COHHIO (ericamulryan@cohhio.org or 614-280-1984, ext. 118) prior to the count to discuss the appropriate way to handle the PIT and HIC.

ODSA Supportive Housing Program

The Office of Community Development within the Ohio Development Services Agency (ODSA) distributes homeless assistance funding to programs around the state via its Supportive Housing Program. Following are programs funded by ODSA's Supportive Housing Program and whether or not persons in those programs should be counted in the PIT Count.

Transitional Housing (project-based)

Transitional Housing is a type of supportive housing used to facilitate the movement of homeless individuals and families to permanent housing. Homeless individuals and/or families may live from 3 to 24 months in the program and receive supportive services that enable them to live more independently. Transitional housing funded through ODSA's Supportive Housing Program must be project-based only, meaning that program participants must move out of the structure at the end of their time in the program.

PIT: How to Count

- Households with and without dependent children (and the total numbers of persons in those households) SHOULD be counted as sheltered homeless in the PIT Count
 - These persons and households should be counted as residing in transitional housing during the PIT Count

HIC: How to Record

- Record the total number of transitional housing beds and units in the HIC

Permanent Supportive Housing

Permanent Supportive Housing (PSH) is long-term housing with supportive services targeted to homeless persons with disabilities. Housing provided by this activity is permanent and not time limited.

PIT: How to Count

- Households with and without dependent children SHOULD NOT be counted as sheltered homeless in the PIT Count

HIC: How to Record

- Record the total number of permanent supportive housing beds and units in the HIC, *as well as the numbers of persons in those programs*

Bridge Funding for PSH

Bridge Funding for Permanent Supportive Housing (PSH) is a time-limited rental subsidy for homeless, disabled persons awaiting placement in PSH. Applicants for Bridge Funding must provide proof (e.g., a Shelter Plus Care or SHP PSH grant award letter, construction schedule, etc.) that a subsidized PSH unit will be available at the end of the subsidy term.

PIT: How to Count

- Households with and without dependent children SHOULD NOT be counted as sheltered homeless in the PIT Count

HIC: How to Record

- Record the total number of bridge funding beds and units in use during the PIT Count night on the HIC, *as well as the numbers of persons in those programs*

ODSA's Homeless Crisis Response Program

Emergency Shelter

Emergency shelters provide temporary accommodations and essential services for homeless individuals and/or families. Emergency shelters have a maximum length of stay of 90 days or less.

PIT: How to Count

- Households with and without dependent children (and the total numbers of persons in those households) SHOULD be counted as sheltered homeless in the PIT Count
 - These persons and households should be counted as residing in emergency shelter during the PIT Count

HIC: How to Record

- Record the total number of emergency shelter beds and units in the HIC

Rapid Re-housing

Rapid Re-housing (RRH) provides temporary financial assistance and supportive services to rapidly re-house homeless individuals and families.

PIT: How to Count

- Households with and without dependent children who have been housed with RRH assistance and are still receiving that assistance during the PIT Count SHOULD NOT be counted as sheltered or unsheltered homeless in the PIT Count
 - EXCEPTION: If a household is awaiting assistance to rapidly re-house them and is residing in an emergency shelter or hotel/motel paid for through a voucher arrangement in lieu of shelter during the PIT count, the shelter can count them as sheltered homeless on that day

HIC: How to Record

- Record the number of rapid re-housing beds and units occupied on the day of the PIT count in the Rapid Re-housing program type category in the HIC

OhioMHAS Housing Assistance Program

The Housing Assistance Program (HAP), funded by local boards and/or the Ohio Department of Mental Health and Addiction Services, is intended to assist persons with severe mental disabilities to access permanent, decent, safe, affordable rental housing until a permanent subsidy or housing can be obtained. This program does not serve exclusively homeless persons and is not explicitly time-limited.

PIT: How to Count

- As a general rule, households with and without dependent children SHOULD NOT be counted as sheltered homeless in the PIT Count
 - If you believe a program in your community serves homeless persons who should be counted in the PIT count, please contact COHHIO prior to the PIT count to discuss.

HIC: How to Record

- HAP beds and units SHOULD NOT be recorded on the HIC
 - If after conferring with COHHIO it is determined that persons served by your local HAP should be counted in the PIT Count, then those units and beds may be recorded on the HIC. Work with COHHIO to determine the appropriate program category type for the units and beds.

Veterans' Programs

There are a number of programs that provide services specifically to veterans, some of whom may be homeless. Following is a list of the most common veterans services programs used to assist homeless persons and whether or not persons in those programs should be counted in the HIC/PIT Count.

Veterans Affairs Supportive Housing

The HUD-Veterans Affairs Supportive Housing (HUD-VASH) program combines Housing Choice Voucher rental assistance for homeless veterans with case management and clinical services provided by the Department of Veteran's Affairs (VA). This is a permanent supportive housing program, which means persons being served by this program are no longer considered homeless, but there were homeless prior to entry.

PIT: How to Count

- Households with and without dependent children SHOULD NOT be counted as sheltered homeless in the PIT Count
 - However, the total number of people served by HUD-VASH vouchers will need to be reflected in the HIC

HIC: How to Record

- Record the total number of HUD-VASH vouchers available for use during the PIT Count in the HIC in the permanent supportive housing program type category, and the number of people in those beds/units during the PIT Count. The number of vouchers available should equal the number units for families + number of beds for households without children
 - Record the number of vouchers AVAILABLE, not just those in use

Veterans Affairs Medical Centers

Veterans Affairs (VA) Medical Centers provide a wide array of inpatient and outpatient medical services to veterans.

PIT: How to Count

- Households with and without dependent children SHOULD NOT be counted as sheltered homeless in the PIT Count

HIC: How to Record

- VA Medical Centers beds and units SHOULD NOT be recorded on the HIC

Veterans Domiciliary Care

The Veterans Domiciliary Care program provides inpatient care for ambulatory veterans disabled by age or illness to rehabilitate them in anticipation of return to the community or to assist veterans to reach their optimal level of functioning in a protective environment.

Veterans Domiciliary Care (prefix VADOM)

PIT: How to Count

- Households with and without dependent children SHOULD NOT be counted as sheltered homeless in the PIT Count

HIC: How to Record

- VADOM beds and units **SHOULD NOT** be recorded in the HIC

VA-funded Health Care for Homeless Veterans provider programs including, VA Community Contract Emergency Housing (prefix HCHV/EH), and Health Care for Homeless Veterans VA Community Contract Residential Treatment Program (prefix HCHV/RT)

PIT: How to Count

- Households with and without dependent children SHOULD be counted as sheltered homeless in the PIT Count
 - These persons and households should be counted as residing in emergency shelter during the PIT Count

HIC: How to Record

- Record the number of beds and units in the emergency shelter program component type in the HIC
 - The prefix HCHV/EH or HCHV/RT should be used before the program name in the HIC

VA-Funded TH Programs

The VA funds two different transitional housing programs that serve homeless veterans.

VA Grant Per Diem (prefix GPD)

PIT: How to Count

- Households (and the total numbers of persons in those households) SHOULD be counted as sheltered homeless in the PIT Count
 - These persons and households should be counted as residing in transitional housing during the PIT Count

HIC: How to Record

- Record the total number of beds and units in the transitional housing program component type in the HIC
 - The prefix GPD should be used before the program name in the HIC

Supportive Services for Veteran Families (SSVF)

The VA's SSVF program offers both homelessness prevention and rapid re-housing assistance to homeless or at-risk veteran families. Only SSVF rapid re-housing beds/units should be recorded in the HIC, and they should only be recorded if all of the following criteria are met

- SSVF participant is actively enrolled in the provider program on the night of the count
- SSVF participant housing status at program entry is 'literally homeless'
- SSVF participant is no longer literally homeless and is in permanent housing on the night of the count, AND
- SSVF participant is receiving financial assistance and/or housing relocation and stabilization services on the night of the inventory count.

PIT: How to Count

- Households (and the total numbers of persons in those households) SHOULD NOT be counted as sheltered homeless in the PIT Count

HIC: How to Record

- Record the total number of beds and units occupied on the day of the PIT count in the rapid re-housing program component type in the HIC, if all of the above criteria are met, *as well as the numbers of persons in those programs*
 - The prefix SSVF should be used before the program name in the HIC

Substance Abuse Treatment Programs

There are a variety of substance abuse treatment and recovery programs in Ohio, including inpatient, outpatient, and transitional programs (e.g., halfway houses). Although these programs typically serve a general population, homeless persons are sometimes served as well.

PIT: How to Count

- As a general rule, households with and without dependent children SHOULD NOT be counted as sheltered homeless in the PIT Count
 - If you believe a program in your community serves homeless persons who should be counted in the PIT count, please contact COHHIO prior to the PIT count to discuss.

HIC: How to Record

- Substance Abuse Treatment beds and units SHOULD NOT be recorded on the HIC
 - If after conferring with COHHIO it is determined that persons served by your local program should be counted in the PIT Count, then those units and beds may be recorded on the HIC. Work with COHHIO to determine the appropriate program category type for the units and beds.

Extreme Weather Shelters

Shelters and community spaces opened in times of extreme cold for persons with no other safe place to stay (sometimes called 'cold shelters') are considered homeless dedicated projects and should generally be included on the HIC as emergency shelter and persons in those shelters should be counted as homeless in the PIT Count. However, if a cold shelter is not open overnight, then the program should not be reflected on the HIC.

PIT: How to Count

- Households with and without dependent children (and the total numbers of persons in those households) SHOULD be counted as sheltered homeless in the PIT Count
 - These persons and households should be counted as residing in emergency shelter during the PIT Count, as long as the cold shelter provides overnight accommodations

HIC: How to Record

- Record the total number of emergency shelter beds and units in the HIC, as long as the cold shelter provides overnight accommodations

If you operate a program that serves homeless persons but you do not see it referenced in this document, or if you have further questions about PIT Counts, please be sure to check HUD's *Point-in-Time Count Methodology* Guide and *Notice for HIC and PIT Data Collection for CoCs*. These documents can be found at <https://www.hudexchange.info/hdx/guides/pit-hic/>. If you do not find the guidance you seek in those documents, please contact Erica Mulryan, CoC Director at ericamulryan@cohhio.org or 614-280-1984, extension 118.

APPENDIX E: PIT Count Forms Submission Cover Sheet

This form should accompany your submittal of completed *Unsheltered Count Forms*, *Unsheltered Observation Count Forms*, *Service-Based Count Forms*, and *Sheltered Count Forms* to COHHIO. Please be sure to fully complete all sections of this form.

Remember, ALL count forms should be submitted, even those that are incomplete or seem to include persons who were not actually unsheltered homeless. COHHIO will review each form and work with communities and HIC/PIT Contacts where needed to resolve any discrepancies.

Make photocopies of all completed count forms and retain those copies in a secure location.

By February 7, 2018, mail all original completed forms to COHHIO at:

Erica Mulryan
COHHIO
175 S. Third St., Ste 580
Columbus, OH 43215

Name and contact information for person submitting forms: (please print clearly)	Name: _____ Title: _____ Email: _____ Phone: _____
County of Unsheltered and Sheltered Count:	
Date of Unsheltered and Sheltered Count:	
Dates of Service-Based Count(s):	
Number of <i>Unsheltered Count</i>, <i>Observation Count</i>, and <i>Service-Based Count Forms</i> Submitted:	
Number of <i>Sheltered Count Forms</i> Submitted:	
Any additional information you want to provide:	

Signed: _____ **Date:** _____