

## Ohio Balance of State Continuum of Care

2018 Housing Inventory Count Training:  
January 8, 2017



**OHIO**  
Balance of State  
Continuum of Care

Coalition on Homelessness and Housing in Ohio | 175 S. Third St. Suite 580 Columbus, OH 43215

### Webinar Information

- All participants' lines are muted
- Submit questions using the questions or chat feature in your GoToWebinar control panel
- This presentation will be posted to COHHIO's website
- We are attempting to record the presentation

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### BoSCoC Staff Contacts for HIC/PIT

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### Agenda

- Introductions
- Housing Inventory Chart Review: purpose, resources, timeline
- Maintaining Our Housing Inventory
- General Overview of Bed and Unit Inventory
- Housing Inventory Chart Verification Report
- Beds, Units, and Availability
- Questions

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### Purpose of Housing Inventory Count (HIC) and the Webinar

HUD Requires:

1. Counts of sheltered and unsheltered homeless persons for communities that receive federal funding
2. Annual completion of a Housing Inventory Count, which provides an overview of a community's homeless program inventory

- Informs the homeless community about the capacity to house homeless persons at a local and national level
- The purpose of this webinar is to effectively demonstrate what you need to do, and submit to get your HIC data complete

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### Data Collection and Reporting Guidance

- [Ohio BoSCoC 2018 Housing Inventory Count and Point-in-Time Count Guidance](#)
- [Housing Inventory Chart Verification List](#)
- [New Project Form](#)
- [HIC Verification Report instructions](#)
- [Previous HIC and PIT Overview webinar](#)

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### Timeline

**January 5, 2018:**  
COHHIO publishes the list of providers who must submit the HICVR

**January 1-31, 2018:**  
Providers and County Contacts run HICVR(s), review and make updates

**February 8, 2018:**  
Final HICVRs with cover sheets due to COHHIO

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### What Projects are Included in the HIC?

All Residential Project Types

- Emergency Shelters (ES)
- Transitional Housing (TH)
- Permanent Housing
  - Rapid Re-Housing (RRH)
  - Permanent Supportive Housing (PSH)
- Safe Havens (SH)

Beds and units in the HIC must be dedicated to serving homeless persons; or for permanent housing projects, dedicated for persons who were homeless at Entry

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### Maintaining Our Housing Inventory

HUD requires that we maintain Housing Inventory information on all homeless-dedicated residential projects in our CoC.

- COHHIO maintains all homeless-dedicated projects' housing inventory data for HMIS and Non-HMIS participating projects in the BoS HMIS.
- Changes are submitted throughout the year to the CoC via the HIC Verification report. Upon CoC approval, the HMIS team makes the changes in HMIS.

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            graph TD
            CoC[CoC] <--> HMIS[HMIS]
            Providers[Providers] --> CoC
            Providers --> HMIS
            
```

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### Maintaining Our Housing Inventory

- **HMIS Providers**
  1. Providers run Housing Inventory Count Verification Report for their project(s)
  2. Review all information and make updates to the report as necessary
  3. HMIS Agency Administrator submits updated/final report directly to COHHIO
- **Non-HMIS Providers**
  1. HIC/PIT County Contact runs Housing Inventory Count Verification Report for all non-participating providers in their county
  2. Reviews all information with providers and make updates to the report as necessary
  3. HIC/PIT County Contacts submits updated/final HIC report directly to COHHIO

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### Regarding PSH and RRH Projects on the HIC

For the purpose of reporting Point in Time data in the HIC, Permanent Supportive (PSH) and Rapid Rehousing (RRH) projects should run the "RRH and PSH Move-In Dates" report to be sure their households are correctly represented in HMIS.

This report is located in ART > Public Folder > Balance of State HMIS > Data Quality and Performance > Monthly.

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### General Overview: Bed and Unit Inventory

- Your bed/unit inventory represents what beds are available on a typical day, not just for the PIT
- Bed/Unit numbers should not fluctuate wildly over time.
  - If family beds fluctuate based on need, the Bed and Unit inventory should best represent whom the project served over the year
- Beds should not be double-counted
- VASH Reporting – report on total vouchers
- Note: For **New Projects only** you will need to fill-out the "New Project Form", if you have questions please contact the HMIS Team

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### Who Has to Send HIC Verification Reports?

- Not every project! If your project's Bed and Unit Utilization has been pretty stable all year long, you are excused from having to submit a HIC Verification report this year.
- All projects that are part of the Housing Inventory Count for 2018 along with whether or not they need to submit are listed on the *Housing Inventory Chart Verification List*. To download the list, go to the COHHIO website (cohhio.org), the Member Services tab to choose Balance of State CoC, then click on the Point in Time Count on the left.

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### Housing Inventory Count Verification Report

- Created to give providers direct knowledge of what data is in HMIS about any given project and as a way to request changes to that data.
- The report is used once a year by all providers during the Housing Inventory Count (about January to March) and all year round to request that we modify any provider data that changes during the year.
- For non-HMIS-participating agencies, the County Contact will run the report on all the non-HMIS-participating agencies in that contact's county and send it in during the Housing Inventory Count process.
- (Demo!)

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### Housing Inventory Count Verification Report

#### Housing Inventory Count Verification Report

Allen - Linn Sherman House - ED(19)

Organization Name: Allen - Linn Sherman House - HIC(194)  Correct

Project Name: Sherman House  Correct

Target Population: Shelter for the Homeless  Correct

Project Type: Emergency Shelter (PIT)  Correct

Inventory Start Date: 1/1/17  Correct

Inventory End Date: 12/31/17  Correct

HMIS Start Date: 1/1/17  Correct

HMIS End Date: 12/31/17  Correct

HMIS Start Date: 1/1/17  Correct

HMIS End Date: 12/31/17  Correct

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### Housing Inventory Verification Report

- Organization and Project Name: Verify your Organization AND Project name.
- Target Population: This is based on your grant agreement.
- Project Type: This is also based on your grant agreement. It is very important for reporting, so please verify it is correct.
- Inventory Start Date: The date your project began serving clients with that number of beds.
- Inventory End Date: This report will either show that the beds are active (no end date) or an End Date in the future.
- HMIS Start Date: This date indicates when clients where entered and tracked in HMIS
- HMIS End Date: This report will either show that the beds are actively tracked in HMIS (no end date) or an End Date in the future.

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### Beds and Availability and Units

- Family versus Individual Beds
  - This does not refer to the size of a bed!
  - Family beds are generally used by families and are counted by how many people stay in them
  - Individual beds are generally used by singles
  - We recognize these will not be strictly adhered to - it is an estimate of your general capacity
- Units
  - If you have family beds, you will have them grouped into units. There should be two or more family beds per unit.
- Your bed configuration will largely depend on the way your housing is structured, but it may also depend on the usual mix of families and singles. If you need help determining how to report your beds, please email [ohioboscoc@cohhio.org](mailto:ohioboscoc@cohhio.org).

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### Beds and Availability

- Most projects have "Year Round" Beds. This just means the beds are available all year round.
- Some emergency shelters may be "Seasonal" or "Overflow".
- Seasonal beds are available between two set dates.
- Overflow beds are available only as they are needed. Only overflow beds that are in use on the night of the PIT Count will be included in the HIC.
- Subpopulations are only indicated when your beds are reserved for Vets, Chronic, or Youth Heads of Household. You will need to identify this in the Family and the Single Beds section.

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### Submitting a HIC Verification Report

- Print the report, fill it out legibly, including the cover sheet.
- Follow instructions on the cover sheet about how to submit it to the CoC.
- If you are the County Contact and an Agency Administrator, you will need to run, print, complete, and submit two HIC Verification reports.
- If you need to report a **New** project, please download the form, print, complete, and send it with everything else.

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HIC/PIT correspondence and HIC Verification Reports should be directed to:  
[ohioboscoc@cohhio.org](mailto:ohioboscoc@cohhio.org)

HMIS-specific correspondence should be directed to:  
[hmis@cohhio.org](mailto:hmis@cohhio.org)

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### Questions?

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