2020
Housing Inventory Count Training
November 13, 2019

Webinar Information
- All participants lines are muted.
- Use the questions feature in the GoToWebinar control panel to submit questions.
- This webinar will be posted to COHHIO’s website.
- This webinar is being recorded.

Ohio BoSCoC
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Objective

The purpose of this webinar is to effectively demonstrate what you need to do and submit to get your HIC data complete.

Agenda

• Overview of HIC
  • Purpose, Resources, Timeline
• Maintaining Housing Inventory
• Overview of Bed and Unit Inventory
• Housing Inventory Chart Verification Report (HICVR)
• Questions

Purpose of Housing Inventory Count (HIC)

HUD Requires:

PIT
Counts of sheltered and unsheltered homeless persons for communities that receive federal funding

HIC
Annual completion of a Housing Inventory Count, which provides an overview of a community’s homeless program inventory

PIT counts and HICs help to inform the homeless community about the capacity to house homeless persons at a local and national level.
Projects Included in the HIC

- All Residential Project Types
  - PH Permanent Housing
  - TH Transitional Housing
  - ES Emergency Shelters
  - SH Safe Havens

Beds and Units in HIC

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.

HIC Resources

- Ohio BoSCoC 2019 Housing Inventory Count and Point-in-Time Count Guidance
- Housing Inventory Chart Verification List
- New Project Form

2020 HIC Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>November 29, 2019</td>
<td>HIC/PIT Contact identified and communicated to COHHIO</td>
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<tr>
<td>December 4, 2019</td>
<td>COHHIO publishes list of projects who must submit Housing Inventory Chart Verification Report (HICVR)</td>
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<tr>
<td>December 5 - 31, 2019</td>
<td>Providers and County Contacts run HICVR(s), review, and make updates</td>
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<tr>
<td>December 2019 - January 10, 2020</td>
<td>Final HICVRs due to COHHIO</td>
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<tr>
<td>December 2019 - January 2020</td>
<td>COHHIO reviews submitted HICVRs</td>
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<tr>
<td>May 2020</td>
<td>COHHIO submits final HIC to HUD</td>
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Maintaining Housing Inventory

• COHHIO maintains all homeless-dedicated projects’ housing inventory data for HMIS participating 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 teams updates HMIS.

Maintaining Housing Inventory

HMIS Providers
1. Providers run the Housing Inventory Count Verification Report for their project(s)
2. Providers review all information and make updates to the report as necessary
3. HMIS Agency Administrator submits the updated/final report directly to COHHIO

Non-HMIS Providers
1. HIC/PIT County Contacts run the Housing Inventory Count Verification Report for all Non-Participating Providers in their county
2. HIC/PIT County Contacts review all information with providers and make updates to the report as necessary
3. HIC/PIT County Contacts submit updated/final HIC report directly to COHHIO

PSH and RRH in 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 that households are correctly represented in HMIS.
• RRH and PSH Move-In Dates Report is located in ART > Public Folder > Balance of State HMIS > Data Quality and Performance > Monthly.
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**Overview of Bed & 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

**New Projects**

*For New Projects Only:*

You will need to fill-out the New Project Form. Contact the HMIS Team for questions.

The New Project Form is located in the ART section of ServicePoint.

**Beds and Available 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 ohiobosco@cohhio.org.
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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Housing Inventory Verification Report (HICVR)

• 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.

HICVR Continued

• Not every project is required to submit! 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 2020 along with whether or not they need to submit will be listed on the Housing Inventory Chart Verification List. To download the list, go to the COHHIO website (cohhio.org), Ohio Balance of State, and then click on the HIC and PIT option on the left side toolbar.
• The list will be posted by December 4th, 2019.
Demo of How to Run HICVR

Example of Completed HICVR

Submission of HICVR

- 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.

Contact Information

HIC/PIT Correspondence
ohioboscoc@cohhio.org

HMIS Correspondence
hmis@cohhio.org

County Contact Correspondence
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Question From HIC/PIT Webinar:

1. What if a non-HMIS participating project has no changes?

2020 Ohio BoSCoC PIT Count Planning for Communities Webinar

TBD

- Using the BoSCoC PIT Count app
- Organizing the PIT Count
- Recruiting and training volunteers

Questions?

Thank you!