2020 Housing Inventory Count and Point-in-Time Count Training

November 4, 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.

Agenda

• Ohio BoScoC Organization and Guidance Document
• HIC/PIT Overview
• HIC Process
• General PIT Process
• Changes to 2020 PIT Process
• Additional Resources
**Agenda**

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- Additional Resources

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**Ohio Balance of State Continuum of Care 2020 Housing Inventory Count and Point-in-Time Guidance**

This document lists requirements and procedures for conducting the 2020 HIC/PIT Counts. All BoSCoC providers are responsible for reading and complying with these requirements.

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**Ohio Balance of State Continuum of Care 2020 Housing Inventory Count and Point-in-Time Guidance**

- Part I: Overview - Background and HIC/PIT Count Components
- Part II: Data Collection Process
- Part III: Data Reporting Process

Appendices:
- 2020 HIC/PIT Timeline
- Process Charts
- Definitions
- Guidance for Non-CoC Funded Projects

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HIC/PIT Count Federal Requirements

<table>
<thead>
<tr>
<th>HIC</th>
<th>PIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>An annual housing inventory count which provides an overview of a community’s homeless program inventory</td>
<td>A count of sheltered and unsheltered homeless persons for communities that receive federal funding</td>
</tr>
</tbody>
</table>

How HUD Requirements are Implemented

- **County Contacts and Providers**: Collect and submit county-level HIC data to the CoC.
- **Ohio BoSoCoC**: Reviews, compiles, and submits the data to HUD.
- **HIC**: HMIS Participating Projects review and update HIC information for their project(s) and submit to COHHIO.
- **PIT**: Non-HMIS Participating Projects work with County Contacts to review and update HIC information.

Role of Providers in HIC/PIT Count

- HMIS Participating Projects review and update HIC information for their project(s) and submit to COHHIO.
- Non-HMIS Participating Projects work with County Contacts to review and update HIC information.
Role of County Contacts in HIC/PIT Count

- One County Contact per region
- Primary contact for all HIC/PIT correspondence
- Reviews and confirms HIC information for all Non-HMIS Participating Projects
- Submits HIC data for Non-HMIS Participating Projects to COHHIO

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2020 HIC Components

The HIC includes inventory and capacity information on all programs dedicated to serving homeless persons in a community, regardless of the source of funding. This includes:

- Emergency Shelters
- Transitional Housing
- Rapid Re-Housing
- Permanent Supportive Housing
- Safe Havens

2020 HIC Data Collection and Review Process

- HIC data is entered in HMIS by COHHIO for all homeless dedicated projects in the BoSCoC for HMIS Participating and Non-participating projects.

- The Ohio BoSCoC will use current housing inventory information as entered in HMIS for most projects, but the following projects are required to submit updated information:
  - HMIS Participating Projects that have recent or upcoming changes in capacity, name, target population, and/or funding
  - HMIS-Participating Projects with utilization issues*
  - All Non-HMIS-Participating Projects

*COHHIO will publish a list of these projects by December 4, 2019 on the COHHIO website at: https://cohhio.org/boscoc/hicpit/
2020 HIC Data Collection and Review Process

HMIS Participating Projects
Providers should run the Housing Inventory Count Verification Report for the project, note needed changes, and submit to COHHIO.

Non-HMIS Participating Projects
• The HIC/PIT County Contact should run the Housing Inventory Count Verification Report for all Non-HMIS Participating Projects in their county, review the information with providers, note changes, and submit to COHHIO.
• HIC/PIT County Contact should also identify any new homeless-dedicated projects and submit the information to COHHIO via the New Project Form.

2020 HIC Data Collection and Review Process

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

2020 HIC Data Collection and Review Process

The Housing Inventory Verification Count (HICVR) is located in the ART section of ServicePoint.

2020 HIC Data Collection and Review Process

• The number and type of beds or units on the HIC represents the inventory available in the project on a typical day, not just those in use during the PIT Count (except for RH).
• The number of beds or units should not fluctuate monthly or weekly.
2020 HIC Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 29, 2019</td>
<td>HIC/PIT Contact identified and communicated to COHHIO</td>
</tr>
<tr>
<td>November 13, 2019</td>
<td>HIC Training Webinar</td>
</tr>
<tr>
<td>December 4, 2019</td>
<td>COHHIO publishes list of projects who must submit Housing Inventory Count Verification Report (HICVR)</td>
</tr>
<tr>
<td>December 5 - 31, 2019</td>
<td>Providers and County Contacts run HICVR(s), review, and make updates</td>
</tr>
<tr>
<td>December 2019 - January 10, 2020</td>
<td>Final HICVRs due to COHHIO</td>
</tr>
<tr>
<td>December 2019 - January 2020</td>
<td>COHHIO reviews submitted HICVRs</td>
</tr>
<tr>
<td>May 2020</td>
<td>BoSCoC submits final HIC to HUD</td>
</tr>
</tbody>
</table>

2020 Ohio BoSCoC Housing Inventory Count (HIC) Training Webinar

November 13, 2019
10:00 am

Register for the Webinar at:
https://attendee.gotowebinar.com/register/345014694409462925

• Understanding how to report housing inventory
• Running the Housing Inventory Count Verification Report
• Reviewing and updating project information
• Submitting the HICVR to COHHIO

Email HIC Forms

HIC/PIT Correspondence
ohioboscoc@cohhio.org

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PIT Count Components

• A PIT Count provides data on the number and characteristics of people who are homeless in a community.
• A PIT Count must be an unduplicated count using statistically reliable methods.
• All BoSCoC communities must collect the basic HUD-required data but can collect additional data they deem as appropriate.
• A complete list of the types of data collected can be found in the Ohio Balance of State Continuum of Care 2020 Housing Inventory Count and Point-in-Time Guidance.

Sheltered Count
- Emergency Shelters
- Transitional Housing
- Safe Havens
- Persons residing in hotels/motels (paid for by public or private organizations for purposes of providing emergency shelter)
- Extreme weather shelters/cold shelters

Reminder: People in PSH and RRH are not included in the PIT Count but data for these projects must be recorded for the HIC.

Unsheltered Count
- This count includes persons who, on the night of the count, are living in a place not designed for or not ordinarily used as a regular sleeping accommodation for human beings.
- Includes persons staying in cars, encampments, or abandoned buildings.

2020 Ohio BoSCoC Point-in-Time Count

No earlier than 8:00 pm!
No later than 6:00 am!
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PIT Count Data

The Ohio BoSCoC will use HMIS and Counting Us app to collect and report PIT Count data.

Sheltered PIT data
- HMIS Participating Projects - COHHIO will run reports on currently-entered data.
- Non-HMIS Participating Projects - will use the Counting Us app to complete PIT surveys with clients on the night of the PIT.

Unsheltered PIT data
- New method using Counting Us app

2020 PIT Count Collection App

All Ohio BoSCoC communities MUST use the free data collection app or web application “Counting Us”, which will be discussed and demoed during the PIT Count Training Webinar on November 20th.

2020 PIT Count Collection App

Benefits of Using the App
1. Easy to use app with logic to guide enumerators through asking the proper questions
2. Ability to quickly tabulate results
3. COHHIO staff can monitor data entry and help clear up data quality errors more quickly
4. Use of geographic sampling
2020 PIT Count Collection App

Geographic Sampling

• An approach that involves conducting unsheltered PIT Counts in a select number of areas on the night of the PIT Count
• A CoC-wide unsheltered PIT Count is then generated from that sample of data

Mobile App Process

If one of the sample areas is located in your county/region, you will conduct surveys much the same as in years past

1. Download free app on smartphone or tablet
2. Follow instructions on exactly what geographic areas need to be canvassed
3. Search for/conduct interviews with unsheltered people experiencing homelessness in that area
4. Follow question prompts on app and enter data. Even if your location does not allow for access to wifi or cell service, the app will capture and save data until reception or wifi is available

All communities are still encouraged to do unsheltered outreach on the night of the PIT Count

Sheltered Count

• HMIS Participating Providers
  • No change - data is pulled by COHHIO staff directly from HMIS
• Non-HMIS Participating Providers
  • Provider staff will enter data into Counting Us app via mobile app or web browser
  • 100% of non-HMIS participating providers will enter PIT data into the mobile app. No sampling will be done for the sheltered PIT Count

Unsheltered PIT Count/Street Count Requirements for Select Communities

• On January 21, 8:00 pm - 6:00 am: Enumerators conduct a Street Count by identifying and interviewing unsheltered homeless persons in designated areas. Record data using the Counting Us app

Unsheltered PIT Count/Observation Form Requirements for All Communities

• Only use the Unsheltered Observation option in the mobile app if a person refuses to provide information or is otherwise unable to be engaged.
2020 PIT Count Data Collection Process

Unsheltered PIT Count/Service-Based Count Requirements for All Communities

• Service based counts are NOT being used in the Unsheltered count
  • However, communities are still encouraged (not required) to do service based counts for their own knowledge and outreach efforts. Ohio BoSoCoC will be working with the app and a statistician to generate Unsheltered PIT data to submit to HUD

2020 Timeline
Sheltered PIT Count for HMIS Participating Projects

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check data quality in Tension elevated for data quality issues</td>
<td>January 10, 2020</td>
</tr>
<tr>
<td>Run Entry/Exit report to make sure entry/exit dates have been entered for all clients</td>
<td>by January 17, 2020 (before the PIT Count)</td>
</tr>
<tr>
<td>Run Entry/Exit report again to make sure entry/exit dates have been entered for all clients</td>
<td>by January 22, 2020 (after the PIT Count)</td>
</tr>
<tr>
<td>COHHD HMIS staff will pull reports for sheltered PIT data for January 21</td>
<td>February 7, 2020</td>
</tr>
</tbody>
</table>

PIT Count Reminders

Unsheltered Homeless

• When encountering unsheltered homeless on the night of the PIT Count, always offer them a shelter bed or stay in hotel/motel.
• Collect detailed contact information so that you can follow up and offer housing assistance where person is eligible and desires assistance.
• Any time unsheltered families with children are encountered, you MUST offer shelter.

Counties with No Homeless Projects

• Hotel/motel vouchers: must identify and count anyone housed with public/private funds on the night of the PIT Count
• Street Count and Service-Based Count: encouraged for communities who’s only outreach efforts typically occur on the night of the PIT Count

2020 Timeline
Sheltered PIT Count for Non-HMIS Participating Projects

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Providers download Counting Us app, and participate in any training and technical assistance regarding use of app</td>
<td>December 1, 2019 – January 20, 2020</td>
</tr>
<tr>
<td>Providers collect information on every client who stayed in their program on the night of January 21, and enter into Counting Us app</td>
<td>January 21 – 22, 2020</td>
</tr>
</tbody>
</table>
2020 Timeline
Unsheltered PIT Count

December 1, 2019 -
January 20, 2020
Select communities organize PIT Count, download Counting
Us app, and participate in any additional training and
technical assistance regarding use of app.

January 21, 2020 -
January 22, 2020
8:00 pm - 6:00 am
Select communities conduct Street Count.

2020 Ohio BoSCoC PIT Count
Planning for Communities Webinar
November 20, 2019
10:00am
Register for the Webinar at:
https://attendee.gotowebinar.com/register/720450287861949453

• Using the BoSCoC PIT Count tools
• Organizing the PIT Count
• Recruiting and training volunteers

Agenda
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• HIC Process
• PIT Process
• Additional Resources

Additional Resources
HUD PIT and HIC Guides, Tools, and Webinars

Ohio BoSCoC 2020 HIC/PIT Count Guidance
https://cohhio.org/boscoc/hicpit/
Upcoming Webinars

2020 Ohio BoSoC Housing Inventory Count (HIC) Training
https://register.gotowebinar.com/register/3450143963019482975
November 13, 2019
10:00 am

2020 Ohio BoSoC PIT Count Planning for Communities
https://register.gotowebinar.com/register/7204450287861395453
November 20, 2019
10:00 am

Contact Information

HIC/PIT Correspondence
ohioboscoc@cohhio.org

HMIS Correspondence
hmis@cohhio.org

Questions?

Thank you!