

**Ohio Balance of State Continuum of Care
2021 Housing Inventory Count and
Point-in-Time Count Guidance**

Ohio Balance of State Continuum of Care



OHIO

Balance of State
Continuum of Care

Table of Contents

Part I: Overview	3
Purpose of This Document.....	3
Background	3
Housing Inventory County (HIC) Components	3
Point-in-Time Count (PIT) Components	4
Sheltered Count.....	4
Types of Data Collected	4
Part II: Data Collection & Reporting Process	6
Ohio BoSCoC 2021 HIC and PIT Count Collection Process: Overview.....	6
Conducting HIC/PIT Counts	6
Counting Us Mobile App Process	6
Ohio BoSCoC Use of HMIS	6
HIC/PIT County Contact	7
Ohio BoSCoC 2021 Housing Inventory Count (HIC) Collection Process.....	7
Ohio BoSCoC Housing Inventory Chart Verification Report.....	7
Ohio BoSCoC 2021 Point-in-Time (PIT) Count Collection Process	8
Date of the Counts	8
PIT Data Collection Methods and Procedures.....	8
APPENDIX.....	9
Ohio BoSCoC 2021 HIC and PIT Count: Timeline.....	9
Process Charts for HIC and PIT Counts	10
Housing Inventory Count for HMIS Non-Participating Providers.....	11
Housing Inventory Count for HMIS Participating Providers.....	12
Sheltered PIT Count for HMIS Non-Participating Providers.....	13
Sheltered PIT Count for HMIS Participating Providers.....	14
Definitions.....	15
HIC/PIT Count Guidance for Non-CoC Funded Projects	18
HIC & PIT Guidance: Programs Serving Homeless Persons	18

Part I: Overview

Purpose of This Document

This document serves two primary purposes. First, it outlines Ohio BoSCoC-specific requirements for the 2021 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 & Reporting Process - Instructions for collecting & submitting HIC/PIT data within local communities and to COHHIO

Appendix - 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 County (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 (including hotel/motel voucher assistance provided by public/private entities)
- Transitional Housing
- Rapid Re-Housing
- Safe Havens
- Permanent Supportive Housing

Only homeless dedicated projects are 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 & Reporting Process* section of this document.

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. However, in 2021 the Ohio BoSCoC has been exempted from completing an unsheltered PIT count. For that reason, the remaining sections of this document do not include any information pertinent to an unsheltered PIT 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.

Types of Data Collected

Ohio BoSCoC communities must collect the basic data on 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:

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 sheltered PIT Count information, and will use the *Counting Us* app to collect and generate HMIS Non-Participating sheltered PIT Count information. Additional information on collecting

and reporting PIT information can be found in the *Part II: Data Collection & Reporting Process* section of this document.

Part II: Data Collection & Reporting Process

Ohio BoSCoC 2021 HIC and PIT Count Collection Process: Overview

Conducting HIC/PIT Counts

Ohio BoSCoC communities must conduct a HIC and a sheltered PIT Count in 2021. The date of the Ohio BoSCoC HIC and PIT Count is **Tuesday, January 26, 2021**.

For the 2021 Point-in-Time (PIT) count, HUD approved the Ohio BoSCoC's request to not complete an unsheltered PIT count.

However, the Ohio BoSCoC is still required to complete a Housing Inventory Count (HIC), as well as a sheltered PIT count. Once again for 2021, the Ohio BoSCoC will contract with Simtech Solutions for access to the *Counting Us* mobile app to collect data for all HMIS Non-Participating shelters and transitional housing providers.

All collected HIC and PIT data and processes must be reported to CoC staff at COHHIO via the process outlined in this document.

Counting Us Mobile App Process

Sheltered PIT data for HMIS Non-Participating providers will be entered into the Counting Us app by staff using the mobile app or a web browser. 100% of HMIS Non-Participating homeless dedicated providers (ES and TH) will enter PIT count survey results into the mobile app.

Ohio BoSCoC Use of HMIS

The Ohio BoSCoC uses HMIS to compile and report on all HIC information and all PIT information for HMIS participating providers:

- 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 HMIS, R minor, and R minor elevated.
- No unsheltered count for the Ohio BoSCoC is required in 2021.

Because 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 17, 2021, 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 a CoC-APR a few days prior to the PIT Count date and after the PIT Count date, making sure all clients have entry and exit dates entered. Additionally, on or after the PIT date, all RRH and PSH projects should run the RRH and PSH Move-In Dates Report. These reports 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, 2020. The HIC/PIT County Contact is responsible for the following:

- Serves as the primary contact for all 2021 HIC/PIT correspondence
- Runs (or delegates the running) the HIC Verification Report for HMIS Non-Participating Projects and ensures any necessary HIC changes are reported to CoC staff by the deadline
- Oversees accurate and complete HMIS Non-Participating shelter provider data collection into the Counting Us app on the night of the PIT.
- Failure to submit HIC/PIT data could jeopardize CoC funding for an entire county or region.

Email correspondence for the 2021 HIC/PIT Count should be directed to CoC staff at ohioboscoc@cohhio.org.

Ohio BoSCoC 2021 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:

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 1, 2021 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 II 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 2021 HIC Collection Process unless directed by COHHIO to do so.

- Projects with utilization issues:

By December 15, 2020, 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 1, 2020. 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 II of this document.

HMIS Non-Participating Providers

By January 31, 2021 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 submit changes to COHHIO by February 1, 2021, using the process outlined in Part II of this document.

Ohio BoSCoC 2021 Point-in-Time (PIT) Count Collection Process

Date of the Counts

The Ohio BoSCoC PIT Count will occur on **Tuesday, January 26, 2021**. Ohio BoSCoC communities must conduct their sheltered (for non-HMIS participating providers) PIT Counts **on the night of January 26, 2021**.

PIT Data Collection Methods and Procedures

All Ohio BoSCoC communities must use the following methods for collecting sheltered data and must use the *Counting Us* mobile app (paper data collection tools provided by COHHIO may be used only as an absolute last resort).

Sheltered Homelessness

- HMIS Data:
- All homeless dedicated projects participating in HMIS should run an Entry/Exit Report by January 19, 2021, to ensure all clients have an entry and exit date entered.
- The Entry/Exit Report should be ran again by January 28, 2021, to ensure all client entry and exit dates have been entered.
- COHHIO HMIS staff will pull sheltered data for all HMIS participating projects on February 17, 2021 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 Survey 2021* option in the *Counting Us* app to collect data on each person in their project during the PIT Count and must submit the completed data directly into the *Counting Us* app. No paper forms should be mailed to COHHIO.
- All survey data for the non-HMIS participating sheltered PIT must be entered into the *Counting Us* app no later than February 12, 2021.

Unsheltered Homelessness

As a reminder, no Ohio BoSCoC communities are required to complete an Unsheltered PIT Count in 2021.

Data Collection Tools

All BoSCoC communities **MUST** use the Counting Us app to collect and submit non-HMIS participating data. The app can be found at <https://counting.us/>. Or by going to Google Play or iTunes to download the Counting Us app directly to a mobile device.

Upon receipt of survey data in the Counting Us app, COHHIO staff will review the information and contact the HIC/PIT County Contact with any questions.

The CoC team will work with the Simtech Solutions staff to generate the CoC's PIT Count data for submission to HUD.

APPENDIX

Ohio BoSCoC 2021 HIC and PIT Count: Timeline

Date	Activity
November 27, 2020	Ohio BoSCoC HIC/PIT County Contacts for each county identified and reported to CoC staff. Email ohioboscoc@cohhio.org with contact name and info
December 15, 2020	COHHIO publishes list of projects required to run/review/submit Housing Inventory Chart Verification Reports on COHHIO website at https://cohhio.org/boscoc/hicpit/
December 15, 2020	Ohio BoSCoC 2021 HIC Training Webinar
December 15, 2020 - January 31, 2021	<p>HIC/PIT County Contact reviews the Housing Inventory Chart Verification Report with all non-HMIS participating providers and makes corrections and updates as necessary</p> <p>HMIS participating providers review the Housing Inventory Chart Verification Report and make corrections and updates as necessary</p>
January 12, 2021	Ohio BoSCoC 2021 PIT Count Training Webinar
January 19, 2021	HMIS providers should check for data quality in R minor, and run CoC-APR making sure all clients have entry and exit dates entered
January 26, 2021	<p>Ohio BoSCoC 2021 HIC and PIT Count</p> <p>Non-HMIS providers conduct Sheltered Count for those in their program on the night of January 26, 2021</p>
January 27-28, 2021	<p>HMIS Providers should run CoC-APR, making sure all clients have entry and exit dates entered</p> <p>RRH and PSH projects should run RRH and PSH Move-In Dates Report to check for accuracy</p>
By February 1, 2021	<p>HIC/PIT County Contact submits the final Housing Inventory Chart Verification Report for non-HMIS participating providers to COHHIO.</p> <p>HMIS Agency Administrator submits final Housing Inventory Chart Verification Report for their project(s) to COHHIO.</p> <p>Email to: ohioboscoc@cohhio.org</p>

Date	Activity
By February 12, 2021	HIC/PIT County Contact ensures all Sheltered Count Forms for non-HMIS participating providers are submitted in the Counting Us app.
February 17, 2021	COHHIO HMIS Data Pull (for January 26) for sheltered homeless PIT data for HMIS participating providers
May 2021 (date TBD)	COHHIO/ODSA submit Ohio BoSCoC HIC and PIT data to HUD via HDX

Process Charts for HIC and PIT Counts

The following process charts are included to assist communities in planning and conducting the 2021 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 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 HMIS Non-Participating Providers
- Housing Inventory Count for HMIS Participating Providers
- Sheltered PIT Count for HMIS Participating Providers
- Sheltered PIT Count for HMIS Non-Participating Providers

Housing Inventory Count for HMIS Non-Participating Providers



by November 27, 2020

HIC/PIT County Contact identified and reported to COHHIO.



by January 31, 2021

County Contact runs county-wide Housing Inventory Count Verification for HMIS Non-Participation. The Housing Inventory Count Verification is located in the ART section of ServicePoint: Public > User Reports > Housing Inventory Count Verification. CoC staff can provide assistance in running the county-wide version of the HICVR.



December 15, 2020 - January 31, 2021

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 1, 2021

HIC/PIT County Contact submits all required *Housing Inventory Count Verification Reports* and *New Project Forms* to COHHIO. Reports submitted via email to ohioboscoc@cohhio.org.

Housing Inventory Count for HMIS Participating Providers



by December 15, 2020

COHHIO publishes list of HMIS participating projects required to submit Housing Inventory Count Verification Report (HICVR). The list will be published on COHHIO's website at:
<https://cohhio.org/boscoc/hicpit/>.



by January 31, 2021

Projects identified on COHHIO's list run the Housing Inventory Count Verification Report (HICVR).

Projects with housing inventory or other changes run Housing Inventory Count Verification Report (HICVR).

The Housing Inventory Chart Verification Report is located in the ART section of ServicePoint: Public > User Reports > Housing Inventory Count Verification Report.



December 15, 2020 - January 31, 2021

Providers review and update HICVR(s).

HMIS Agency Administrator completes cover sheet, verifying information and explaining any requested changes.



by February 1, 2021

HMIS Agency Administrator submits Report to COHHIO. Reports submitted via email to ohioboscoc@cohhio.org.

Sheltered PIT Count for HMIS Non-Participating Providers

by November 27, 2020

HIC/PIT County Contact identified and reported to COHHIO.

December 2020 - January 26, 2021

Provider downloads Counting Us app and ensures they can access the sheltered count survey.

January 26 - January 27, 2021

Providers conduct count using Counting Us App for clients who stayed in their program on the night of January 26, 2021.

by February 12, 2021

All client data for the night of January 26, 2021 must be entered and submitted into the Counting Us App.

Sheltered PIT Count for HMIS Participating Providers



by January 19, 2021

Check your data quality and review for accuracy and completeness. Data Quality can be reviewed in R minor elevated under the Data Quality > Provider level. If you need access to R minor elevated, please email hmis@cohhio.org.



by January 19, 2021

Run the CoC-APR making sure all clients have entry and exit dates entered. Set the report start and end dates equal to the date of the PIT.



January 27-28, 2021

Run the CoC-APR making sure all clients have entry and exit dates entered. Set the report start and end dates equal to the date of the PIT.

RRH and PSH projects should run RRH and PSH Move-In Dates Report to check for accuracy



February 17, 2021

COHHIO staff will pull reports for sheltered PIT data from HMIS.

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 emergency shelters should be included in the 2021 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 2021 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 2021 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 2021 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 NOT be included in the 2021 PIT Count.

Veteran

A 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”.

HIC/PIT Count Guidance for Non-CoC Funded Projects

This appendix provides clarification regarding non-CoC funded programs and persons to include in the 2021 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 2021 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 (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 Hannah Basting, CoC Coordinator at hannahbasting@cohhio.org or 614-280-1984, ext 117.