2022
Housing Inventory Count
Training

December 2, 2022

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

• 2022 HIC and PIT Guidance Document
• HIC/PIT Overview
• HIC Overview & Components
• Verifying Housing Inventory
• HIC Timeline
• Reminders & Resources
• Questions
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Ohio Balance of State Continuum of Care 2022 Housing Inventory Count and Point-in-Time Guidance

This document lists requirements and procedures for conducting the 2022 HIC/PIT Counts. All BoScoC providers are responsible for reading and complying with these requirements.
Ohio Balance of State Continuum of Care 2022
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:
- 2022 HIC/PIT Timeline
- Process Charts
- Definitions
- Guidance for Non-CoC Funded Projects

https://cohhio.org/boscoc/hicpit/

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HIC/PIT Count Federal Requirements

**HIC**
An annual housing inventory count which provides an overview of a community’s homeless program inventory

**PIT**
A count of sheltered and unsheltered homeless persons for communities that receive federal funding

How HUD Requirements are Implemented

1. **County Contacts and Providers**
   - Collect and submit county level data to the CoC.

2. **Ohio BoSCoC**
   - COHHIO reviews, compiles, and submits the data to HUD.

3. **HUD**
Role of County Contacts in HIC/PIT Count

- One County Contact per county or region
- Primary contact for all HIC/PIT correspondence
- Assists in HIC/PIT data submission for Non-HMIS Participating Projects

Role of Providers in HIC/PIT Count

- HMIS Participating Projects review HIC information for their project(s) and submit updates to COHHIO, if needed.
- All Projects conduct Sheltered PIT Counts
- Non-HMIS Participating Projects work with COHHIO to review and update HIC information.
2022 Ohio BoSCoC
Point-in-Time Count

8:00 pm
Jan 25
No earlier than
8:00 pm!

overnight

6:00 am
Jan 26
No later than
6:00 am!

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Projects Included in the HIC

All Residential Project Types

- PH Permanent Housing
  - RRH
  - PSH

- ES Emergency Shelters

- TH Transitional Housing

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.
Beds and Units in HIC

- 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 RRH).
- The number of beds or units should not fluctuate monthly or weekly.
  - If family beds fluctuate based on need, the Bed and Unit inventory should best represent whom the project served over the course of the year
- Beds should not be double-counted
- VASH Reporting - report on total vouchers

Family versus Individual Beds

- This does not refer to the size of a bed!
- Family beds are generally used by households with children and are counted by how many people stay in them
- Individual beds are generally used by singles (households without children)
- We recognize these will not be strictly adhered to - it is an estimate of your general capacity

Units

- If you have family beds, they should be 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@cohio.org.
Beds and Units in HIC

- 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 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.

Effects of COVID-19 on the HIC

- If an Emergency Shelter took beds “offline” for some period of time in order to physically distance during the pandemic and all beds have since been restored, please email ohioboscoc@cohlio.org to let us know inventory is back to pre-pandemic capacity.
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 email (ohioboscoc@cohhio.org). Upon CoC approval, the HMIS team updates HMIS.

HMIS/Non-HMIS HIC Responsibilities

**HMIS Providers**
1. HMIS Providers review the Housing Inventory Count Report, posted to the COHHIO website, for their project(s)
2. HMIS Providers review all information and submit any changes via email to ohioboscoc@cohhio.org

**Non-HMIS Providers**
1. HIC/PIT County Contacts review Housing Inventory Count Report posted to COHHIO website for all Non-Participating Providers in their county
2. HIC/PIT County Contacts review all information with providers and note updates as necessary
3. HIC/PIT County Contacts submit updated HIC inventory changes directly to COHHIO via email (ohioboscoc@cohhio.org)
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 on the Ohio BoSCoC HMIS website at:

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Verifying Housing Inventory

- The Housing Inventory Report will be posted to the HIC PIT page of the BoS website
- The report gives providers direct knowledge of what data is in HMIS about any given project
- For HMIS Non-Participating Agencies, the County Contact will review the report on all the HMIS Non-Participating Agencies in that contact’s county and notify COHHIO staff via email of any changes

Example of HIC Report Posting
HIC Reporting Process

1. Find the project you would like to view inventory for
2. Verify all information is correct:
   ✓ Project name
   ✓ Year-round, seasonal, or overflow bed/unit #'s
   ✓ Total Beds
3. If significant changes need made, email ohioboscoc@cohio.org
4. If BoS staff identify projects with utilization issues, you will receive an email asking for clarification

<table>
<thead>
<tr>
<th>Bed Type</th>
<th>All Year-Round Beds Units for Households</th>
<th>Seasonal Beds</th>
<th>Overflow Beds</th>
<th>Total Beds</th>
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<tbody>
<tr>
<td></td>
<td>with Children</td>
<td>without Children</td>
<td>with Children</td>
<td>without Children</td>
</tr>
<tr>
<td></td>
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<td>Girls</td>
<td>Boys</td>
<td>Girls</td>
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<tr>
<td>Facility-based</td>
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<tr>
<td>Facility-based</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

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• Housing Inventory Verification Report (HICVR)
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### 2022 HIC Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2, 2021</td>
<td>HIC Training Webinar</td>
</tr>
<tr>
<td>December, 2021</td>
<td>COHHIO will post current HIC inventory summary to website and contact projects directly if required to review/verify HIC info</td>
</tr>
<tr>
<td>December 2021 - January 10, 2022</td>
<td>Final HIC changes due to COHHIO</td>
</tr>
<tr>
<td>December 2021 - January 2022</td>
<td>COHHIO reviews submitted HIC info and accepts or denies HIC changes</td>
</tr>
<tr>
<td>May 2022</td>
<td>BoSCoC submits final HIC to HUD</td>
</tr>
</tbody>
</table>

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2021 Ohio BoSCoC Point-in-Time Count (PIT) Training Webinar

December 16, 2021
10:00 am

Register for the Webinar at:

https://attendee.gotowebinar.com/register/945977335088114187

• Purpose and Requirements of PIT Count
• 2021 PIT Process - Counting Us App Overview
• Counting Us App key code
• Counting Us App Demo
• Explanation of Unsheltered Count Map

Known Locations Surveys Due by December 10th

• Will be used in advance of the count to identify potential high probability census tracts
• Helps identify up to date locations where you think you will find people experiencing unsheltered homelessness on the night of the PIT count
• County Contacts are responsible for identifying these areas
  • Nothing is required of specific projects for this
  • Work with County Contact if you are know of a location that should be submitted
• Known Locations surveys must be submitted in Counting Us app by Friday, December 10th
Service-Based Count

What is a service-based count?
- People experiencing homelessness who access social services (homelessness services, food pantries, soup kitchens, libraries, etc) are asked about where they slept on the designated PIT night.

When can it occur?
- Up to 7 days after the PIT night

- Communities are allowed to do service-based counts this year
- Work with County Contact to coordinate
- Must notify BoS staff of intent to do service-based count by January 4th

Additional Resources

HUD PIT and HIC Guides, Tools, and Webinars

Ohio BoSCoC 2022 HIC/PIT Count Guidance
https://cohhio.org/boscoc/hicpit/
Contact Information

HIC/PIT Correspondence
ohioboscoc@cohhio.org

HMIS Correspondence
hmis@cohhio.org

County Contact
Correspondence
hannahbasting@cohhio.org

Questions?
Thank you!