COHHIO

OHIO
Balance of State
Continuum of Care

2023

Housing Inventory Count Training

December 8, 2022

1

Webinar Information

All participants lines are muted.

Use the chat feature to submit questions. You can also unmute to ask questions.

This webinar will be posted to COHHIO's website.

This webinar is being recorded.

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Agenda

- 2023 HIC and PIT Guidance Document
- HIC/PIT Overview
- HIC Overview & Components
- Verifying Housing Inventory
- HIC Timeline
- Reminders & Resources
- Questions

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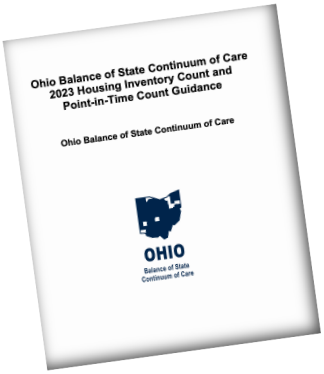
Ohio Balance of State Continuum of Care 2023 Housing Inventory Count and Point-in-Time Guidance



Ohio Balance of State Continuum of Care 2023 Housing Inventory Count and Point-in-Time Guidance

This document lists requirements and procedures for conducting the 2023 HIC/PIT Counts. All BoSCoC providers are responsible for reading and complying with these requirements.

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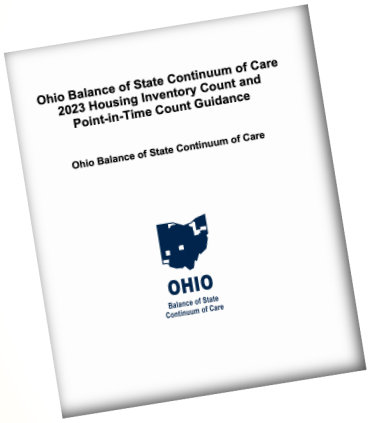
Ohio Balance of State Continuum of Care 2023 Housing Inventory Count and Point-in-Time Guidance



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

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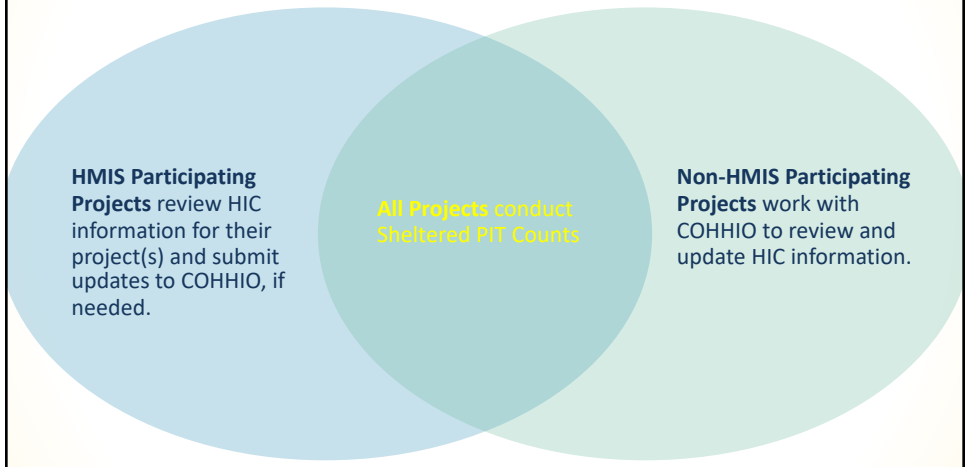
Role of Providers in HIC/PIT Count



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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

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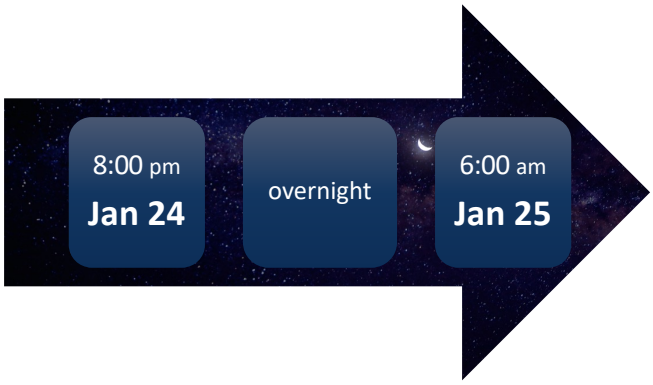
2023 Ohio BoSCoC Point-in-Time Count



No earlier than 8:00 pm!

No later than 6:00 am!

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Projects Included in the HIC

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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

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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

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Beds and Units in HIC

- 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@cohhio.org.

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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.

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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@cohhio.org to let us know inventory is back to pre-pandemic capacity

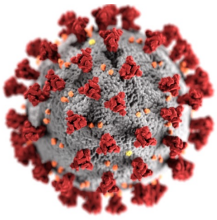

Image Credit

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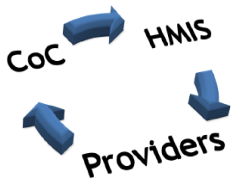
Maintaining Housing Inventory

- 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 email (ohioboscoc@cohhio.org). Upon CoC approval, the HMIS team updates HMIS.



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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)

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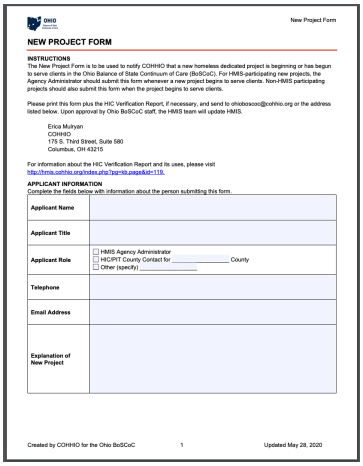
New Projects



New Project Form

NEW PROJECT FORM

INSTRUCTIONS

The New Project Form is to be used to notify COHHIO that a new homeless dedicated project is beginning or has begun to serve clients in the Ohio Balance of State Continuum of Care (BoSCoC). For HMIS-participating new projects, the Agency Administrator should submit this form whenever a new project begins to serve clients. Non-HMIS participating projects should also submit this form when the project begins to serve clients.

Please print this form plus the HIC Verification Report, if necessary, and send to ohioboscoc@cohhio.org or the address listed below. Upon approval by Ohio BoSCoC staff, the HMIS team will update HMIS.

Erica Mulryan
COHHIO
175 S. Third Street, Suite 580
Columbus, OH 43215

For information about the HIC Verification Report and its uses, please visit
http://hmis.cohhio.org/index.php?pg=kb.page&id=119.

APPLICANT INFORMATION

Complete the fields below with information about the person submitting this form.

Applicant Name	
Applicant Title	
Applicant Role	☐ HMIS Agency Administrator ☐ HIC/PIT County Contact for _____ County ☐ Other (specify) _____
Telephone	
Email Address	
Explanation of New Project	

Created by COHHIO for the Ohio BoSCoC 1 Updated May 28, 2020

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: http://hmis.cohhio.org/index.php?pg=kb.page&id=129

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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

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Example of HIC Report Posting

Project ID	Project Type	Organization	Project Name	Geo Code	Inventory Type	Bed Type (ES Only)	All Year-Round Beds/Units for Households... ... with Children Beds	Units	HMIS Beds	Veteran Beds	Youth Beds	Chronic Beds	... without Children Beds	HMIS Beds	Veteran Beds	Youth Beds	Chronic Beds	...with only Children < 18 Beds	HMIS Beds	Chronic Beds	Seasonal Beds Beds	HMIS Beds	Start Date	End Date	Overflow Beds Beds	HMIS Beds	Total Beds	PIT Count
588	Emergency Shelter	A.L.I.V.E., Inc.	Jefferson - Alive Shelter - ES - DV	395016	C	Facility-based	5	1					5														10	0
66	Emergency Shelter	Abuse and Rape Crisis Shelter of Warren County, Inc.	Warren - Abuse and Rape Crisis Shelter - ES - DV (Warren Abuse and Rape Crisis	399165	C	Facility-based	13	5					2														15	0
69	Emergency Shelter	Adams County Shelter for the Homeless, Inc.	Adams - Adams County Shelter for the Homeless - ES (Adams County Shelter)	399001	C	Facility-based	8	2	8				8	8													16	4
374	Emergency Shelter	Allwell Behavioral Health Services	Muskingum - Allwell Behavioral Health Services - ES (Muskingum Allwell/Six	399119	C	Facility-based							5														5	0
370	Emergency Shelter	Alternative Paths	Medina - Alternative Paths - Hotel/Motel - ES Overflow (Medina Motel/Hotel	399103	C	Voucher																			1		1	0
995	Emergency Shelter	Appleseed Community Mental Health Center	Ashland - Appleseed CMHC - ES Overflow	399005	C	Voucher	2	1					1														3	0
325	Emergency Shelter	Appleseed Community Mental Health Center	Ashland - Appleseed Community Mental Health Center - Safe Haven DV Shelter -	399005	C	Facility-based	12	3					1														13	0
127	Emergency Shelter	Ashland - ACCESS	Ashland - ACCESS Emergency Shelter - ES (Ashland ACCESS Emergency	399005	C	Facility-based	6	2	6																		6	13
459	Emergency Shelter	Ashtabula County Mental Health and Recovery Services Board	Ashtabula - Ashtabula County MHRSB - Hotel/Motel Overflow Voucher - ES	399007	C	Voucher																			8		8	0
77	Emergency Shelter	Ashtabula Homeless Shelter, Inc.	Ashtabula - Ashtabula Homeless Shelter - Samaritan House - ES (Ashtabula	399007	C	Facility-based	2	1	2				10	10													12	9
1017	Emergency Shelter	Auglaize County Crisis Center	Auglaize - Auglaize County Crisis Center - ES - DV	399011	C	Facility-based	14	5																			14	0
455	Emergency Shelter	Behavioral Healthcare Partners of Central Ohio	Licking - Behavioral Healthcare Partners of Central Ohio - hotel/motel voucher	393558	C	Voucher																			2		2	0
804	Emergency Shelter	Bridges Community Action Partnership	Madison - Bridges CAP - ES Overflow	399097	C	Voucher																			3	3	3	0
307	Emergency Shelter	Bridges Community Action Partnership	Madison - Bridges CAP - Homeless Assistance Grant - ES (Madison PATH	399097	C	Facility-based	7	2	7																		7	1
787	Emergency Shelter	Bridges Community Action Partnership	Shelby - Bridges CAP - ES Overflow	399149	C	Voucher																			3	3	3	0
537	Emergency Shelter	Bridges Community Action Partnership	Shelby - Bridges CAP - Shelby Positive Alternatives to Homelessness - ES	399149	C	Facility-based	4	2	4				2	2													6	1
1019	Emergency Shelter	Bridges of Hope	Greene - Bridges of Hope - ES	399057	C	Facility-based							50														50	0
502	Emergency Shelter	Butler - Family Promise	Butler - Family Promise - ES	392118	C	Facility-based	14	5	14																		14	0
896	Emergency Shelter	Butler - Family Promise	Butler - Family Promise - ES Overflow	392118	C	Facility-based																			2	2	2	38
513	Emergency Shelter	Butler - Local Churches	Butler - Local Churches - hotel/motel overflow - ES (Butler Local Churches ES	393222	C	Voucher																			4		4	0
1020	Emergency Shelter	Butler Haven House	Butler - Haven House - ES (Butler Haven House)	392118	C	Facility-based	30	6																			30	0
73	Emergency Shelter	CAC of Erie, Huron & Richland Counties, Inc.	Huron - CAC of Erie, Huron & Richland Counties - Norwalk Homeless Shelter -	399077	C	Facility-based	6	2	6																		6	4
1022	Emergency Shelter	Called to Freedom Fellowship	Guernsey - Freedom Fellowship House Warming Shelter - ES	399059	C	Facility-based	8	3					16														24	0
67	Emergency Shelter	Caring Kitchen, Inc.	Champaign - Caring Kitchen - ES (Champaign Caring Kitchen)	399021	C	Facility-based	7	4	7				10	10													17	14
764	Emergency Shelter	Caring Kitchen, Inc.	Champaign - Caring Kitchen - ES Overflow	399021	C	Voucher																			3	3	3	0
530	Emergency Shelter	Catholic Charities Corporation	Lorain - Catholic Charities Corporation - St. Elizabeth Center - ES (Lorain St	392820	C	Facility-based							50	50													50	50
793	Emergency Shelter	Catholic Charities Corporation	Lorain - Catholic Charities Corporation - St. Elizabeth Center - ES Overflow	392820	C	Voucher																			11	11	11	2
462	Emergency Shelter	Catholic Charities of Ashtabula County	Ashtabula - Catholic Charities of Ashtabula County - Hotel/Motel Overflow	399007	C	Other																			1	1	1	13
336	Emergency Shelter	Catholic Charities Regional Agency	Columbiana - Catholic Charities - Christina House - ES - DV (Columbiana	399029	C	Facility-based	8	3					4														12	0
341	Emergency Shelter	Center for Child and Family Advocacy	Defiance - Center for Child and Family Advocacy - House of Ruth - ES - DV	399039	C	Facility-based	6	2					7														13	0
305	Emergency Shelter	Churches	Logan - Churches - Logan County Homeless Shelter - ES (Logan Homeless	399091	C	Facility-based	8	4	8				1	1													9	9

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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@cohhio.org
4. If BoS staff identify projects with utilization issues, you will receive an email asking for clarification

Bed Type (ES Only)	All Year-Round Beds/Units for Households... ... with Children Beds	Units	HMIS Beds	Veteran Beds	Youth Beds	Chronic Beds	... without Children Beds	HMIS Beds	Veteran Beds	Youth Beds	Chronic Beds	...with only Children < 18 Beds	HMIS Beds	Chronic Beds	Seasonal Beds Beds	HMIS Beds	Start Date	End Date	Overflow Beds Beds	HMIS Beds	Total Beds
Facility-based	5	1					5														10
Facility-based	13	5					2														15
Facility-based	8	2	8				8	8													16

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2023 HIC Timeline

December 8, 2022	HIC Training Webinar
December 8 , 2022	COHHIO will post current HIC inventory to website and contact projects directly if required to review/verify HIC info
December 8 2022 - January 10, 2023	Final HIC changes due to COHHIO
December 8 2022 - January 10, 2023	COHHIO reviews submitted HIC info and accepts or denies HIC changes
May 2023	BoSCoC submits final HIC to HUD

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2023 Ohio BoSCoC Point-in-Time Count (PIT) Training Webinar

January 4, 2023

10:00 am

Register for the Webinar at:

https://us06web.zoom.us/meeting/register/tZ0qcumhqTMrH9K80dcBfCz84ygrwyrSle9L

- Purpose and Requirements of PIT Count
- 2023 PIT Process - Counting Us App Overview
- Counting Us App key code
- Counting Us App Demo
- Overview of required census tracts

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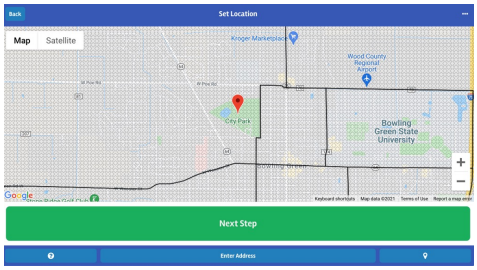
Known Locations Surveys Due by December 15th

- 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 Thursday, December 15th



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

https://www.hudexchange.info/programs/hdx/guides/pit-hic/#general-pit-guides-and-tools

Ohio BoSCoC 2023 HIC/PIT Count Guidance

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

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Contact Information

HIC/PIT Correspondence

ohioboscoc@cohhio.org or hannahbasting@cohhio.org

HMIS Correspondence

hmis@cohhio.org

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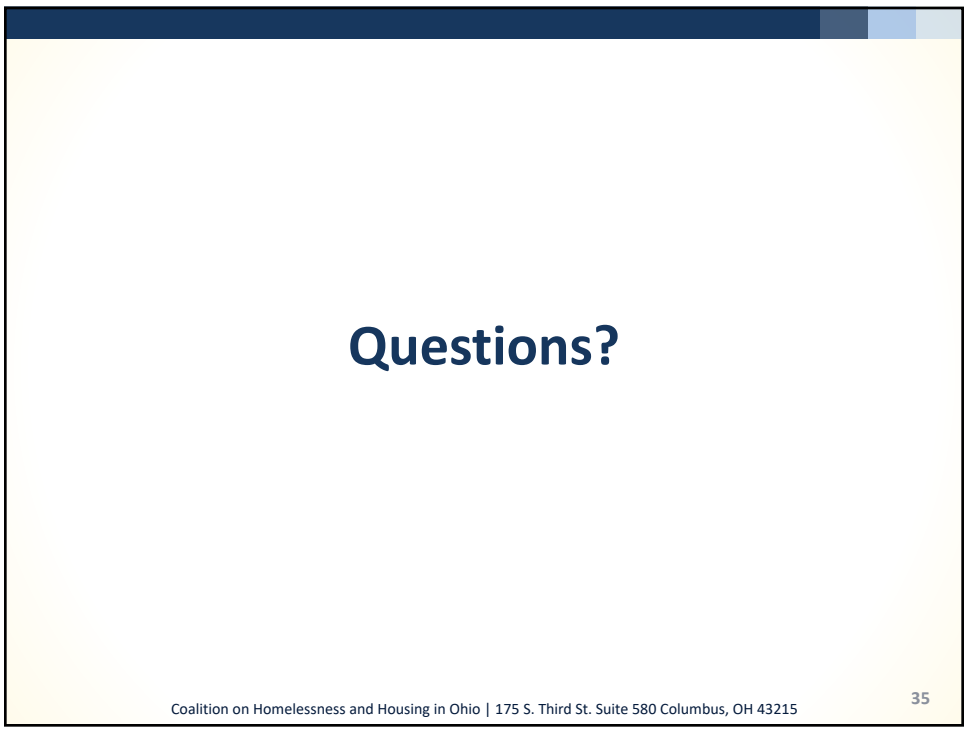
Questions?
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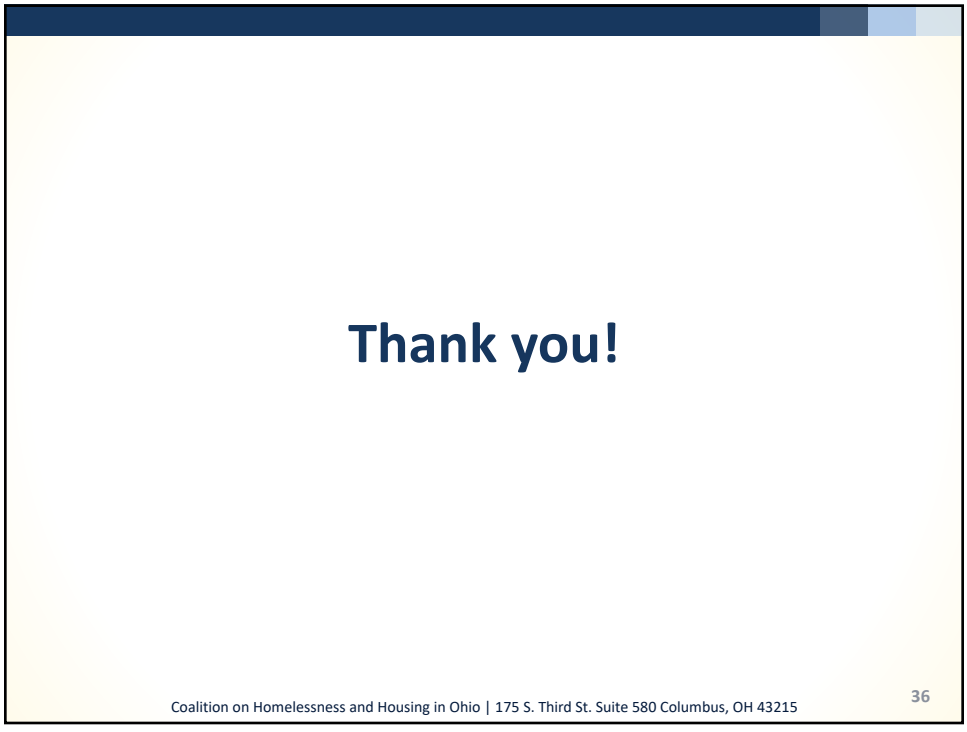
Thank you!
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