

OHIO
Balance of State
Continuum of Care

2025


Housing Inventory Count Training

December 12, 2024


Coalition on Homelessness and Housing in Ohio | 175 S. Third St. Suite 580 Columbus, OH 43215

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Meeting Information




Please mute your line when not speaking.



Use the questions feature in the control panel to submit questions (or unmute).



This training is being recorded.



This webinar will be posted to COHHIO's website.

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Agenda

- 2025 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 2025 Housing Inventory Count and Point-in-Time Guidance

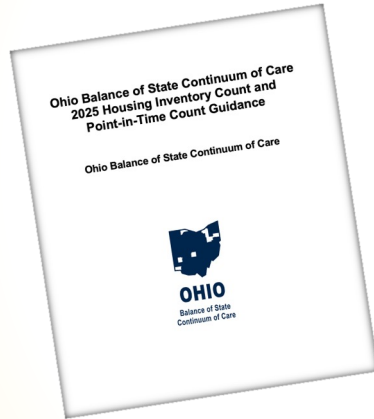


Ohio Balance of State Continuum of Care 2025 Housing Inventory Count and Point-in-Time Guidance

This document lists requirements and procedures for conducting the 2025 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 2025 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:

- 2025 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


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.

Role of County Contacts in HIC/PIT Count



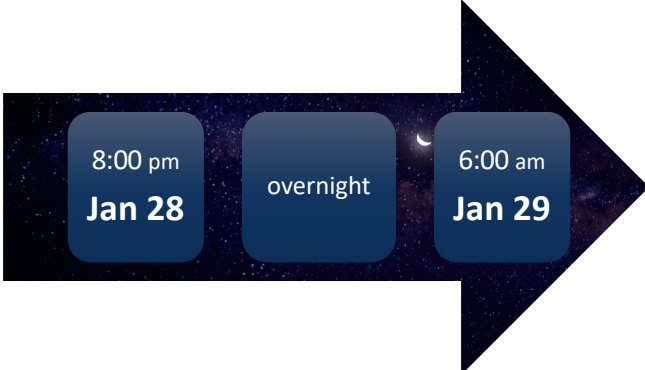
- One County Contact per county or region
- Primary contact for all HIC/PIT correspondence
- Reviews and confirms HIC/PIT information for all Non-HMIS Participating Projects
- Submits HIC data for Non-HMIS Participating Projects to COHHIO
- Coordinates unsheltered count

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2025 Ohio BoSCoC Point-in-Time Count



**8:00 pm
Jan 28**

overnight

**6:00 am
Jan 29**

**No earlier than
8:00 pm!**

**No later than
6:00 am!**

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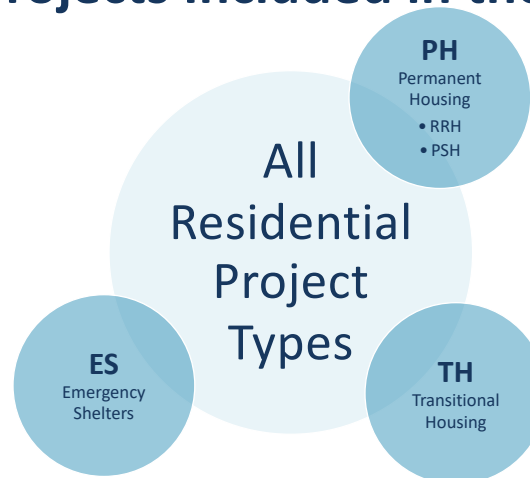
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Projects Included in the HIC



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Projects Included in the HIC

Homeless dedicated ES (year-round, seasonal, overflow), TH, RRH, and PSH


- Including YHDP, Domestic Violence, and non-HMIS participating projects

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

Homeless Dedicated
Check all three boxes to indicate that all three conditions are met.

<input type="checkbox"/>	Yes, the primary intent of the project is to serve homeless persons.
<input type="checkbox"/>	Yes, the project verifies homeless status as part of its eligibility determination.
<input type="checkbox"/>	Yes, the actual project clients are predominantly homeless.



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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

- Single example
 - PSH program has 2 beds available for singles (without children)
 - Inventory = 2 beds/2 units without children
 - For singles, the number of beds and units will always match
- Family example
 - PSH program has 21 beds available for families
 - Inventory = 12 beds/8 units
 - Family beds are always grouped into units (at least 2 beds per unit)

All Year-Round Beds/Units for Households...										
... with Children						... without Children				
Total Beds	Beds	Units	Veteran Beds	Youth Beds	Chronic Beds	Beds	Units	Veteran Beds	Youth Beds	
23	21	8				2	2			

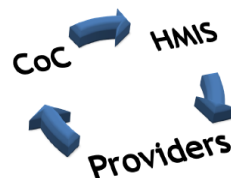
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Maintaining Housing Inventory

- 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

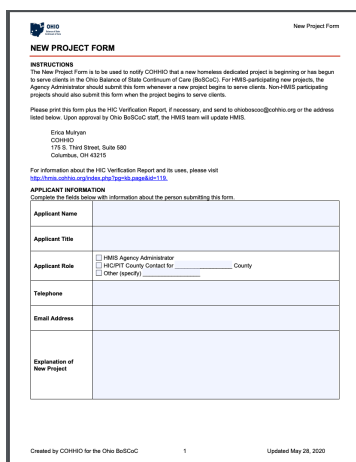
HMIS Providers

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)

New Projects



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 (BoSoC). 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 below. Upon approval by Ohio BoSoC staff, the HMIS team will update HMIS.

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

For information about the HIC Verification Report and its uses, please visit <http://ohio.boSOC.org/ohio-boSOC-website>.

APPLICANT INFORMATION
(Complete the fields below with information about the person submitting this form.)

Applicant Name	
Applicant Title	
Applicant Role	<input type="checkbox"/> HMIS Agency Administrator <input type="checkbox"/> HIC/PIT County Contact for _____ County <input type="checkbox"/> Other (specify _____)
Telephone	
Email Address	
Explanation of New Project	

Created by COHHIO for the Ohio BoSoC | 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 BoSoC HMIS website at:
<http://hmis.cohhio.org/index.php?pg=kb.page&id=129>

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- **Verifying Housing Inventory**
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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 bed and unit 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

** RRH projects should confirm their project is listed, but do not need to report adjustments to bed/unit numbers*

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Example of HIC Report Posting

2025 Housing Inventory Count (HIC) Report

The Housing Inventory Count (HIC) Report is used by providers to verify the number of beds and units available within their individual programs. The number of beds and units should reflect what is available on any given night throughout the year.

- If the inventory shown is significantly different, please email changes and the reason for those changes to ohioboscoc@cohhio.org.
- If a program is missing from this list, please fill out a New Project Form and email the completed form to ohioboscoc@cohhio.org

*All HIC updates and new projects are due to ohioboscoc@cohhio.org by 1/15/25

Organization	Project Name	Project Type	HMS Participation Status	Total Beds	Beds	Units	...with Children	
							Veteran Beds	Youth Beds
A.L.I.V.E., Inc.	Jefferson - Alive Shelter - ES - DV	ES-EE	Comparable	10	5	1		
Adams County Shelter for the Homeless, Inc.	Adams - Adams County Shelter for the Homeless - ES (Adams County Shelter)	ES-EE	HMS	16	8	2		
Allen Metropolitan Housing Authority	Allen - Allen MHA - Allen Shelter Plus Care Vouchers - PSH (Allen Shelter Plus Care Vouchers)	PSH	HMS	30				
Alwell Behavioral Health Services	Muskingum - Alwell Behavioral Health Services - ES (Muskingum Alwell/Six County Emergency Shelter)	ES-EE	No	5				
Applesseed Community Mental Health Center	Ashland - Applesseed CMHC - ES Overflow	ES-EE	No	3	2	1		
Applesseed Community Mental Health Center	Ashland - Applesseed Community Mental Health Center - Safe Haven DV Shelter - ES - DV (Ashland Safe Haven Domestic Violence Shelter)	ES-EE	Comparable	13	12	3		
Applesseed Community Mental Health Center	Ashland - Applesseed CMHC - Applesseed Supportive Housing Program - PSH - DV	PSH	Comparable	2				

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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
 - ✓ Total # of Beds
 - ✓ # of Beds and Units with children
 - ✓ #of Beds and Units without children
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

Agency Name	Name	Project Type Code	Household Type	Total Bed Inventory for Analysis Period	Total Unit Inventory for Analysis Period
A.L.I.V.E., Inc.	Jefferson - Alive Shelter - ES - DV	Emergency Shelter	Households with at least one adult and one child (families)	5	1
A.L.I.V.E., Inc.	Jefferson - Alive Shelter - ES - DV	Emergency Shelter	Households without children (singles)	5	5

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Seasonal/Cold Shelter Reminder

- Please pay extra attention to any seasonal cold/weather shelters you may know about in your community
- Ensure they're included in the HIC Report
- If not, complete a New Project form and email it to ohioboscoc@cohhio.org
- Again, only people shelters with a HIC inventory record can be counted during the PIT



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- Housing Inventory Verification Report (HICVR)
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2025 HIC Timeline

December 12, 2024	HIC Training Webinar
December 12, 2024	COHHIO will post current HIC inventory to website and contact projects directly if required to review/verify HIC info
December 12 2024 - January 15, 2025	Final HIC changes due to COHHIO
December 12 2024 - January 15, 2025	COHHIO reviews submitted HIC info and accepts or denies HIC changes
May 2025	BoSCoC submits final HIC to HUD

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2025 Ohio BoSCoC Point-in-Time Count (PIT) Training Webinar

January 7, 2025

1:00 pm

Register for the Webinar at:

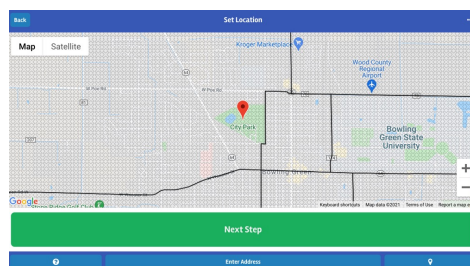
<https://us06web.zoom.us/join/zoom/register/tZltceqprzksEtIP1XNsomXlpVMz88txt25e>

- Purpose and Requirements of PIT Count
- 2025 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 16th

- 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 know of a location that should be submitted
- Known Locations surveys must be submitted in Counting Us app by Monday, December 16th



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Service-Based Count Overview

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
 - Service-based counts cannot be done on the night of the PIT

Service-based counts should **supplement counting on the night of the count, and should not be the primary way of conducting an unsheltered count*

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2025 Ohio BoSCoC Service-Based Count Training Webinar

January 9, 2025

10:00 am

Register for the Webinar at:

https://us06web.zoom.us/meeting/register/tZUpf-yoqDMpGNZZuvSCN9ds4rfqZ5_1Fw2W

- Explanation of Service-Based count
- How to collect and enter data during service-based count
- Counting Us App Demo
- Dates of service-based count
- Questions

**Required for any community intending to use service-based count approach*

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Additional Resources

Ohio BoSCoC 2025 HIC/PIT Count Guidance

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



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Additional Resources

HUD PIT and HIC Guides, Tools, and Webinars

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

https://www.hud.gov/program_offices/comm_planning/coc/pit-count

****Point-in-Time (PIT) Count Volunteer Training Toolkit***

<https://www.hudexchange.info/resource/5864/pit-count-volunteer-training-toolkit/>

****Simtech Solutions Instructional Videos & FAQs about Counting Us***

<https://pointintime.info/support/instructional-videos/>

Ohio BoSCoC 2025 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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