

**OHIO**  
Balance of State  
Continuum of Care

2025


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

December 5, 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 chat to submit questions (or unmute).



This call is being recorded.



This training will be posted to the HIC PIT page of the COHHIO BoS website

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## Ohio BoSCoC Staff

<p><b>Erica Mulryan</b> CoC Director</p> <p><b>Hannah Basting</b> CoC Coordinator</p> <p><b>Erin Hachtel</b> CoC Coordinator</p> <p><b>Susan Wren</b> CoC Coordinator</p>	<p><b>Carolyn Hoffman</b> Technical Assistance &amp; Training Coordinator</p> <p><b>Trevin Flickinger</b> HMIS Data Analyst</p> <p><b>Matt Dicks</b> HMIS Technical Assistance and Training Support Coordinator</p> <p><b>Monica Tillis</b> HMIS Support Coordinator</p>
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## Agenda

- Ohio BoSCoC Organization and Guidance Document
- HIC/PIT Overview
- HIC Process
- General PIT Process
- Updates and Reminders
- Additional Resources

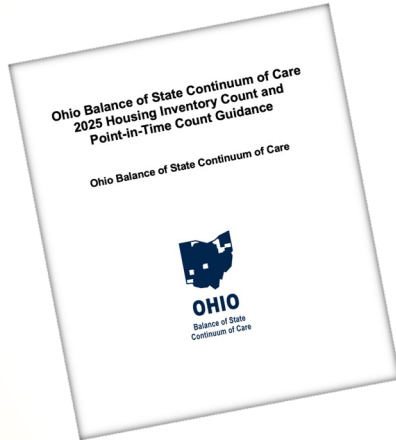
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## Ohio Balance of State Continuum of Care 2025 Housing Inventory Count and Point-in-Time Guidance



### 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 in a community

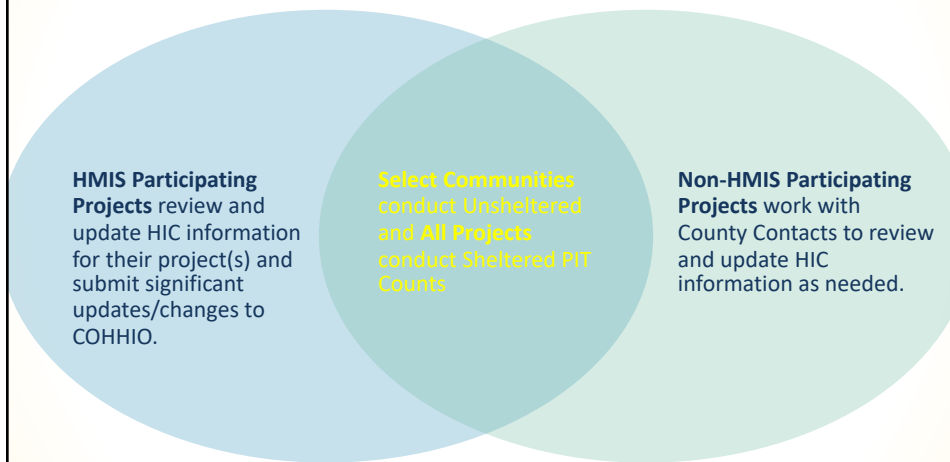
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## How HUD Requirements are Implemented




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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
- 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 HIC Components

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

- Emergency Shelters
- Transitional Housing
- Rapid Re-Housing
- Joint TH-RRH
- Permanent Supportive Housing

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## 2025 HIC Data Collection and Review Process



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

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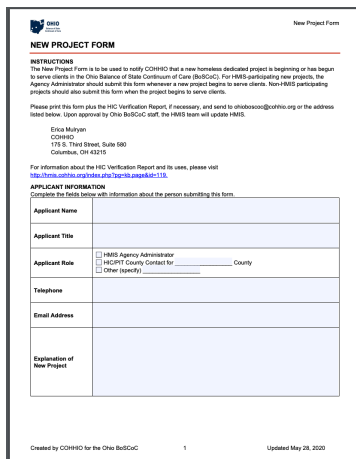


## 2025 HIC Data Collection and Review Process

- HIC data is entered in HMIS by COHHIO for all homeless dedicated projects in the BoSCoC for HMIS Participating and Non-participating projects.
- The Ohio BoSCoC will use current housing inventory information as entered in HMIS for most projects
- COHHIO will post summary of current HMIS inventory for providers to review
- COHHIO will also reach out directly to projects if updated HIC information is required

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## 2025 HIC Data Collection and Review Process



**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 [ohhohio@cohhio.org](mailto:ohhohio@cohhio.org) or the address listed below. Upon approval by Ohio BoSCoC 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://ohhohio.org/hic-verification-report>

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

Applicant Name	
Applicant Title	
Applicant Role	<input type="checkbox"/> HMIS Agency Administrator <input type="checkbox"/> HCERT County Contact for _____ County <input type="checkbox"/> 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>

*\*This form should be used all year long as new projects become operational*

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## 2025 HIC Timeline

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

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## 2025 Ohio BoSCoC Housing Inventory Count (HIC) Training Webinar

**December 12, 2024**

**10:00 am**

Register for the Webinar at:

[https://us06web.zoom.us/join/zoom/register/tZUoceqhrT4uGtSXxtnFhdr2ji5u\\_wiCAmQS](https://us06web.zoom.us/join/zoom/register/tZUoceqhrT4uGtSXxtnFhdr2ji5u_wiCAmQS)

- Understanding how to view current housing inventory
- Reviewing and how to communicate project inventory changes/updates
- Time for any HIC/PIT questions thus far

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## Agenda

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## PIT Count Components

- A PIT Count provides data on the number and characteristics of people who are homeless in a community.
- A PIT Count must be an unduplicated count using statistically reliable methods.
- All BoSCoC communities must collect the basic HUD-required data but can collect additional data they deem as appropriate.
- A complete list of the types of data collected can be found in the *Ohio Balance of State Continuum of Care 2025 Housing Inventory Count and Point-in-Time Guidance*

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## PIT Count Components

### Sheltered Count

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



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

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## PIT Count Components



### Unsheltered Count

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

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## What is Unsheltered Homelessness?

- HUD considers individuals and families sleeping in a place not designed for or ordinarily used as a regular sleeping accommodation as “unsheltered”
  - Abandoned buildings, train stations, encampments, park bench, sidewalk, etc

## What is **NOT** Unsheltered Homelessness?

- People who are doubled-up with family/friends
- People in a hotel/motel they are paying for
- People in jails/hospitals/institutions/rehab facilities/etc

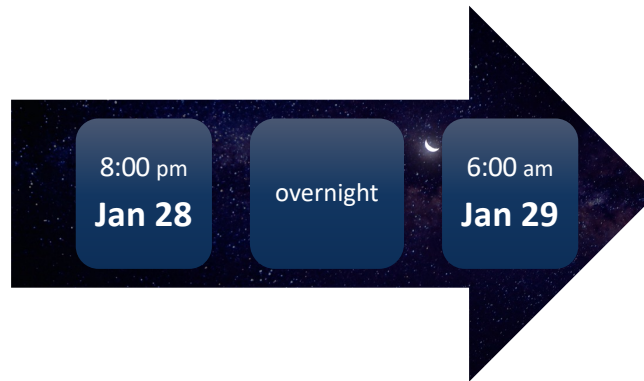
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## Ohio BoSCoC 2025 Point-in-Time Count



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## 2025 Ohio BoSCoC Point-in-Time Count



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

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

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## PIT Count Data

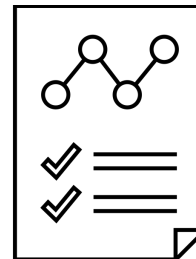
The Ohio BoSCoC will use HMIS and Counting Us app to collect and report PIT Count data.

### Sheltered PIT data

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

### Unsheltered PIT data

- Continue to use Counting Us app



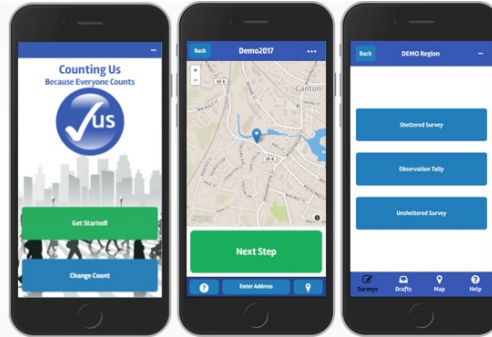
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## 2025 PIT Count Collection App

All Ohio BoSCoC communities MUST use the free data collection app or web application “Counting Us”, which will be discussed and demoed during the PIT Count Training Webinar on January 7<sup>th</sup>



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## 2025 PIT Count App: Getting Started



**Setup Key: OHBoS2025**

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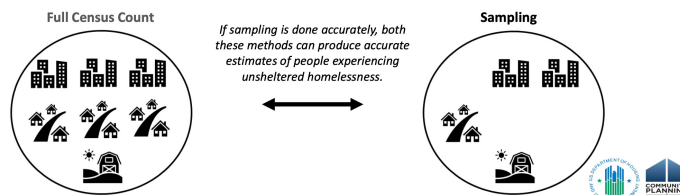
## 2025 PIT Count Collection App

### Geographic Sampling

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



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



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## 2025 PIT Count Data Collection

- If the data collected through sampling is not sufficient for your county level reporting needs, consider these options:
  1. Conduct a full county count using paper forms
    - Only enter data into the app for those who are in designated areas, or enter all data into the app knowing only those in required tracts will be officially counted
  2. Consider conducting a separate count that does not officially get reported to COHHIO
    - We welcome information on the results of your count, but you would not be required to use the app or the sampling approach and submit data to us



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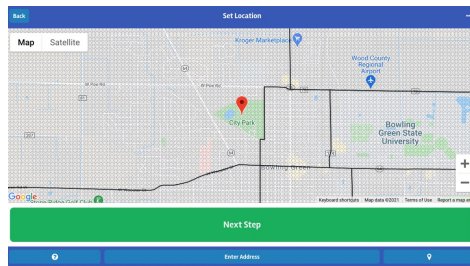
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## Known Locations Survey

- 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



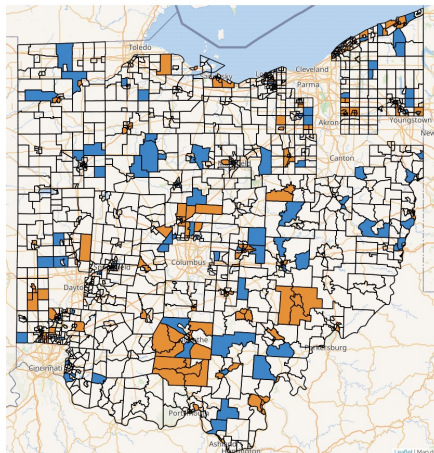
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## Known Locations Survey

End Result:



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## Tracking Planning Time

- New in 2025, providers and volunteers should track their time spent organizing and planning PIT count activities

- Known Locations work
- COHHIO trainings
- Local trainings
- Unsheltered outreach on PIT night
- Service-based outreach or events

- Use this Microsoft form to track and submit time:

[https://forms.office.com/pages/responsepage.aspx?id=fDAY\\_CxD9U-NKwFi3b3RJ6MacCdRq9hMpr9KPxsqfLpUQU9QNDhWUFdQSkRDQ0VC-RzNCMzZRU0VaWi4u&route=shorturl](https://forms.office.com/pages/responsepage.aspx?id=fDAY_CxD9U-NKwFi3b3RJ6MacCdRq9hMpr9KPxsqfLpUQU9QNDhWUFdQSkRDQ0VC-RzNCMzZRU0VaWi4u&route=shorturl)

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Tracking  
Planning  
Time

Point-in-Time Count Volunteer  
Time Donation Tracking



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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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## Service-Based Count Overview

In order to conduct a service-based count using geographic sampling and extrapolation, the enumerator would have to be very careful to ask the questions:

1. Did another volunteer already ask you where you were staying on that night?"
2. If yes, stop.
3. If no, ask "Where did you sleep on the night of January 28<sup>th</sup>?"
4. **Determine if that location is within a high/low probability census tract**
5. If no, this person cannot officially be counted
6. If yes, enumerator must enter the exact address or drop pin exactly where this person stayed

## Service-Based Count Overview

### New in 2025:

- Any community planning to do a service-based count must indicate their intent to do so in advance of the count and provide details about how they will conduct their SB count
- AND
- Attend a service-based count specific training on Thursday, January 9<sup>th</sup>
- ❖ *Any community who does not inform the CoC in advance and/or does not attend the service-based count training will not have those surveys counted*

## 2025 Timeline Sheltered PIT Count for HMIS Participating Projects

<b>January 27, 2025</b>	Check data quality in Rme for issues.
<b>by January 27, 2025</b> (before the PIT Count)	Make sure entry/exits dates have been entered for all clients.
<b>by January 29, 2025</b> (after the PIT Count)	Again, check to make sure entry/exit dates have been entered for all clients.
<b>February 11, 2025</b>	COHHIO HMIS staff will pull reports for sheltered PIT data for January 28.

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## 2025 Timeline Sheltered PIT Count for Non-HMIS Participating Projects

<b>December 12, 2024 - January 27, 2025</b>	Providers download Counting Us app, and participate in any training and technical assistance regarding use of app
<b>January 28– 29, 2025</b>	Providers collect information on every client who stayed in their program on the night of January 28, and enter into Counting Us app
<b>February 11, 2025</b>	Last day to enter data into the Counting Us app

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## 2025 Timeline Unsheltered PIT Count

<b>December 16, 2024</b>	Known Locations surveys submitted in Counting Us app
<b>January 7, 2025</b>	PIT Count Training Webinar (*Map of high/low probability census tracts made available)
<b>January 9, 2025</b>	Service-Based count training for those intending to do a service-based count in the 7 days following the PIT night
<b>December 12, 2024 - January 27, 2025</b>	Select communities organize PIT Count, download Counting Us app, and participate in any additional training and technical assistance regarding use of app.
<b>January 28, 2025 - January 29, 2025</b> 8:00 pm - 6:00 am	Select communities conduct Street Count.
<b>January 29, 2024– February 4, 2025</b>	Communities wishing to conduct service-based count (and who have notified COHHIO in advance AND attended SB count training) collect data on those experiencing unsheltered homelessness on the night of 1/28/25, and who slept in a high/low probability census tract

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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/meeting/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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## 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](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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## 2025 HIC/PIT Open Office Hour

January 21, 2025

11:00 am

No registration required:

<https://us06web.zoom.us/j/89012244206>

- Q&A
- Join to ask your question
- No need to stay the entire time
- I will be on for the full hour

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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](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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## Upcoming Webinars

### 2025 Ohio BoSCoC Housing Inventory Count (HIC) Training

<https://us06web.zoom.us/join/zoom/register/tZcudm5n1woGK1vPcwHferrTeS1TR8TmNc>

December 12, 2024

10:00 am

### 2025 Ohio BoSCoC PIT Count Planning for Communities

<https://us06web.zoom.us/join/zoom/register/tZEuf-6trTsoHtBt-j8eKhAfoN3T08nVvtt0>

January 7, 2025

1:00 pm

### 2025 Ohio BoSCoC Service-Based Count Training

<https://us06web.zoom.us/join/zoom/register/tZEuf-6trTsoHtBt-j8eKhAfoN3T08nVvtt0>

January 9, 2025

10:00 am

### 2025 HIC/PIT Open Office Hour

<https://us06web.zoom.us/join/zoom/register/tZEuf-6trTsoHtBt-j8eKhAfoN3T08nVvtt0>

January 21, 2025

11:00 am

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## Contact Information



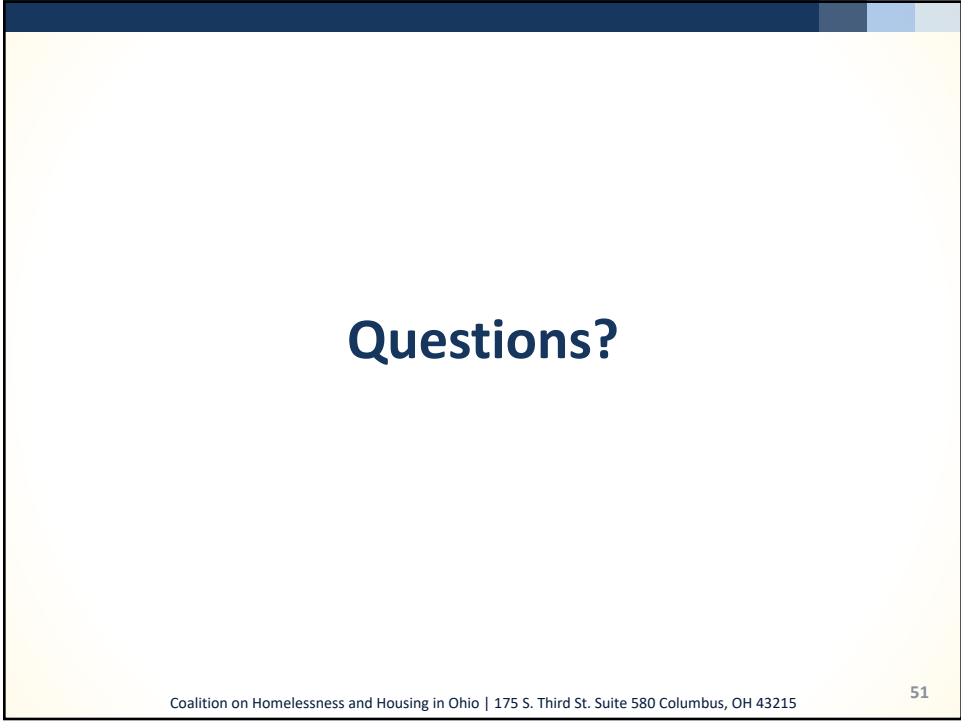
HIC/PIT Correspondence

[ohioboscoc@cohhio.org](mailto:ohioboscoc@cohhio.org) or [hannahbasting@cohhio.org](mailto:hannahbasting@cohhio.org)

HMIS Correspondence

[hmis@cohhio.org](mailto:hmis@cohhio.org)

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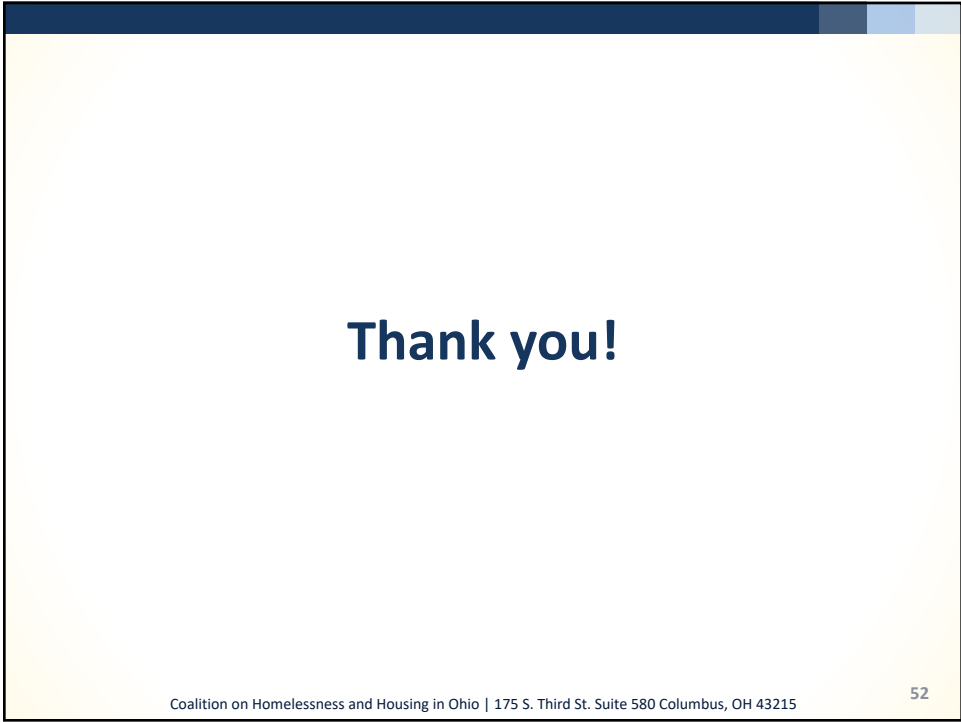


# Questions?

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# Thank you!

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