

HIC/Sheltered PIT Training

January 2018

Agenda

- Summary and Goals
- Review HIC/PIT Data Collection and Submission Process
- HIC
 - Changes to 2018 HIC
 - Review HIC Answer Form
 - Questions
- PIT
 - Changes to 2018 PIT
 - Review PIT Report and Answer Form
 - Questions
- Reminders of Important Dates and Information

What are the HIC and PIT Counts?

HIC: The Housing Inventory Count (HIC) collects information about all of the beds and units in each Continuum of Care homeless system, categorized by Project Type. Only beds dedicated to serve homeless clients should be counted on the HIC.

PIT: The Point-in-Time Count (PIT) provides a count of sheltered and unsheltered homeless persons. The PIT includes population data (number of households and persons), as well as subpopulation data (number of chronically homeless clients, clients with a mental illness, etc).

HIC/PIT Training

- Why are we having this training?
 - HUD requires the HIC and sheltered PIT counts to be conducted annually for each CoC.
- Goals of this training
 - Review changes to 2018 HIC and PIT.
 - Learn how to correctly count beds for the HIC.
 - Understand which clients should be counted on the PIT, and what data should be collected.

Data Collection and Submission Process

- 2-1-1 OC will send agencies their 2017 HIC agency survey by Tuesday 1/23/2018
 - Help guide agencies in HIC data collection
 - Review form for updates and changes
- [Download the 2018 PIT Answer Form](#) at ochmis.org > HMIS Help > 2018 HIC and Sheltered PIT
- On Friday 1/26/2018 collect data for HIC and PIT as of that date
- Submit materials to 2-1-1OC via [a Help Desk ticket](#) under HIC/PIT Category by **February 9th EOD**
 - HIC Answer Forms, PIT Answer Forms and/or Reports, and HIC/PIT Cover sheets

Housing Inventory Count (HIC)

HIC Cover Sheet

- The HIC Cover Sheet must list all projects included on the HIC.
- This sheet must have a wet signature from the ED at your agency certifying the HIC Answer Form is correct, and should be submitted with the HIC Answer Form.



HIC Cover Sheet

2018 OC HIC Cover Sheet

Instructions: The agency's Executive Director should sign this form and submit with the HIC Answer Form. All projects that are included on the HIC Answer Form should also be included on this cover sheet.

I certify that I have reviewed the HIC Answer Form for the projects below, and all information entered is complete and accurate to the best of my knowledge.

Organization Name:

Name of Executive Director:

Email of Executive Director:

Signature of Executive Director:

Projects included on the HIC:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>



HIC Answer Form

- The HIC Answer Form should be completed for all residential projects dedicated to serve homeless clients at your agency.
- Data should be entered in yellow fields.
- Grey fields are calculated automatically, and should not be altered.
- Agencies participating in HMIS: All residential projects in HMIS for your agency should be presented on the HIC; do not combine projects.

HIC Answer Form

19. Inventory Start Date	20. Inventory End Date	21. Beds for Households with at least One Adult and One Child	22. Units for Households with at least One Adult and One Child	23. Beds for Households without Children	24. Beds for Households with only Children	25. Bed and Unit Availability	26. Total Year-Round and/or Seasonal Beds	27. Overflow Beds for Households with at least One Adult and One Child (ES Only)	28. Overflow Units for Households with at least One Adult and One Child (ES only)	29. Overflow beds for Households without Children or Households with only Children (ES)	30. Total Overflow Beds (ES only)	31. Total Bed Inventory	32. Does this project participate in HMIS?
							0				0	0	
							0				0	0	
							0				0	0	

Changes to 2018 HIC

For Question 4. on the HIC Form

HUD has updated the funding sources to include VA-funded Contract Residential Services (CRS), which is a consolidation of the former Health Care for Homeless Veterans (HCHV) Emergency Housing and Residential Treatment Programs.

HIC Qualification

- Used to establish if the project should be reported on the HIC
- **I. Primary Intent of Project:** Is this project's primary intent to serve homeless clients? Yes or No.
- **II. Eligibility Determinants:** Does the project verify homeless status as part of its eligibility determination? Yes or No.
- If both answers to these questions are not Yes, the project should not be included on the HIC
- If any answer is No, we will contact you for further examination into the projects HIC-qualification

1. Project Name

- HMIS projects: Should match the project name in HMIS.
- Projects not in HMIS: Should match the project name reported on all grant applications.

2. Project Type

- **Emergency Shelter (ES):** Offers temporary shelter (lodging) for the homeless in general or for specific populations of the homeless.
- **Transitional Housing (TH):** Provides temporary lodging and is designed to facilitate the movement of homeless individuals and families into permanent housing within a specified period of time, but no longer than 24 months.
- **Safe Haven (SH):** Provides supportive housing that (1) serves hard to reach homeless persons with severe mental illness who came from the streets and have been unwilling or unable to participate in supportive services; (2) provides 24-hour residence for eligible persons for an unspecified period; (3) has an overnight capacity limited to 25 or fewer persons; and (4) provides low demand services and referrals for the residents.

2. Project Type

Permanent Housing (PH)

- **Permanent Supportive Housing (PSH):** Offers permanent housing and supportive services to assist homeless persons with a disability (individuals with disabilities or families in which one adult or child has a disability) to live independently.
- **Rapid Re-housing (RRH):** Provides supportive services and/or short-term (up to 3 months) and/or medium-term (3 to 24 months) rental assistance to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.
- **Other PH (OPH) - Housing with Services:** Offers permanent housing and supportive services to assist homeless persons to live independently, but does not limit eligibility to individuals with disabilities or families in which one adult or child has a disability.
- **Other PH (OPH) - Housing only:** Offers permanent housing for persons who are homeless, but does not make supportive services available as part of the project.

3. HUD McKinney-Vento Funded

Does the project receives any HUD McKinney-Vento funding?

- Emergency Solutions Grants Program (ESG)
- Shelter Plus Care program (S+C)
- Section 8 Moderate Rehabilitation Single-Room Occupancy program (SRO)
- Supportive Housing Program (SHP)
- Continuum of Care Program (CoC)

CoCs should only select S+C, SRO, or SHP as the McKinney-Vento funding source if they still have funding and use requirements associated with that funding. Projects that were originally funded under those programs but are currently being renewed under the CoC Program should only identify CoC as the funding source.

Select all that apply. If none apply, leave blank

Project Information	
3. HUD McKinney-Vento Funded	
Emergency Solutions Grants Program	
Continuum of Care Program (CoC)	
Shelter Plus Care program (S+C)	
Section 8 Moderate Rehabilitation Single-Room Occupancy program (SRO)	
Supportive Housing Program (SHP)	

4. Other Federal Funding Sources

- Does the project receive federal funding from any other source?
 - Federal funding source should be selected even if it only funds part of the beds and units in the project.
 - All federal funding sources that apply to the project should be identified.
 - Leave blank if none apply to the project.

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4. Other Federal Funding Sources (choose all that apply)

HUD-VA Supportive Housing (HUD) ^

VA Supportive Services for Veteran Families Program (SSVF) ^

VA CRS Contract Residential Services ^

VA Community Contract Safe Haven ^

VA Compensated Work Therapy-Transitional Residence ^

HHS RHY Basic Center Programs (BCP) ^

HHS RHY Transitional Living Program (TLP) ^

HHS RHY Maternity Group Homes for Pregnant and Parenting Youth (MGH) ^

4. Other Federal Funding Sources

- HUD-VA Supportive Housing (HUD-VASH)
- Supportive Services for Veteran Families Program (SSVF)
- VA Grant and Per Diem Program (GPD) programs
- VA: CRS Contract Residential Services
- VA Community Contract Safe Haven Program (HCHV/SH)
- VA Compensated Work Therapy-Transitional Residence (CWT/TR)
- HHS RHY Basic Center Programs (BCP)
- HHS RHY Transitional Living Program (TLP)
- HHS RHY Maternity Group Homes for Pregnant and Parenting Youth (MGH)
- HHS: RHY Demonstration Project
- HUD Housing Opportunities for Persons with AIDS (HOPWA) programs
- HUD Public and Indian Housing (PIH) programs (non-VASH), including public housing and housing choice voucher inventory that is dedicated to homeless persons
- Other

5 & 6. Target Population A and B (optional)

- The project is intended to serve the population selected.
- At least three-fourths (75 percent) of the clients served by the project fit the target group descriptor.
- Projects that do not target specific populations or that have opted not to track target population may leave the data field blank.
- Only one target population can be selected.
- For voucher projects, this information should be entered based on the population targeted in the project's grant application.

5. Target Population A

- SM - Single Males 18 years old and over
- SF - Single Females 18 years old and over
- SMF - Single Males and Females 18 years old and over
- CO - Couples Only, No Children
- HC - Households with Children
- SMHC - Single Males 18 years old and over and Households with Children
- SFHC - Single Females 18 years old and over and Households with Children
- SMF+HC - Single Males and Females 18 years old and over plus Households with Children
- YM - Unaccompanied Males under 18 years old
- YF - Unaccompanied Females under 18 years old
- YMF - Unaccompanied Males and Females under 18 years old

6. Target Population B

- DV - People who are Survivors of Domestic Violence
- HIV - Persons with HIV/AIDS

7 – 10: HIC Contact Information

- Should be the contact information for the person completing the HIC Answer Form for the project.
- There may be different contacts for different projects.
- “Date information is being collected” is the date the HIC Answer Form is being completed for the project.

11. Geocode

- The Geocode associated with the geographic location of the principal project service site.
- Scattered-site housing projects should record the Geocode where the majority of beds are located.
- If geographic location is not on Geocode list or beds are evenly distributed in Orange County, choose OC Geocode.

12 – 16. Locations

- Report the address associated with the project where most project housing (beds) is located.
- Scattered-site housing projects (beds) should record the address of their administrative office.
- DV providers should not enter address information.

17. Housing Type

- **Site-based – single site:** The project has one physical location.
- **Site-based – clustered / multiple sites:** The project has two or more physical locations.
- **Tenant-based - scattered site:** The project does not have a physical location; clients find units in the rental market.

18. Inventory Type

- **Current inventory (C):** Beds and units that were available for occupancy on or before January 31, 2017.
- **New inventory (N):** Beds and units that became available for occupancy between February 1, 2017 and January 31, 2018. Inventory designated as 'New' should represent an increase in capacity for the project from the previous year.
- **Under development (U):** Beds and units that were fully funded but not available for occupancy as of January 31, 2018.

****If a project has multiple inventory types, each type of inventory should be a separate row on the HIC Answer Form. Divide Active Clients (47-49) among these inventory rows.**

19. Inventory Start Date

- The date when the bed and unit inventory information first applies.
- This could represent the date when a change in household type, bed type, availability, bed inventory or unit inventory occurs.
- For seasonal beds, this reflects the start date of the seasonal bed inventory.
- For Under Development beds, this should represent the first date the beds are available.

20. Inventory End Date

- The date when the bed and unit inventory information as recorded is no longer applicable (i.e., the day after the last night when the record is applicable).
- This could be due to a change in household type, bed type, availability, bed inventory or unit inventory.
- If there is not an end date to the inventory, this can be left blank.
- For seasonal beds, this should reflect the projected end date for the seasonal bed inventory.

21 – 24. Bed Inventory by Household Type

- **Beds for Households with at least one adult and one child:** Beds intended for households with (at least) one adult and one child.
- **Units for Households with at least one adult and one child:** Units intended for households with (at least) one adult and one child. This should be the number of families that can be housed by the project at one time.
- **Beds for Households without children:** Beds intended for households with adults only. This includes households composed of unaccompanied adults and multiple adults.
- **Beds for Households with only children:** Beds intended for households composed exclusively of persons under age 18, including one-child households, multi-child households or other household configurations composed only of children.

Cribs and overflow beds should not be included in these numbers!

21 – 24. Projects without Designated Number of Beds

- For projects that serve multiple household types but do not have a designated number of beds for each household type, please use one of the methodologies below:
 - **Divide the beds based on how the bed(s) were used on the night of the HIC.** If the facility is not at full capacity on the night of the count, then extrapolate the distribution based on the prorated distribution of those who are served on the night of the count.
 - **Divide the beds based on average utilization.** For example, if a project has 100 beds for households with children and households without children, and on the average night half of the beds are occupied by persons in households without children, 50 beds should be designated for households without children, and 50 beds should be designated for households with children.
 - **Projects with a fixed number of units but no fixed number of beds should multiply their number of units by their average family size to determine the number of beds for the project.**

21 – 24. Bed Inventory by Household Type – Special Instructions

- **VA Supportive Services for Veteran Families (SSVF) Program:** SSVF projects may offer both homelessness prevention and rapid re-housing assistance. However, SSVF funded agencies should not include persons receiving SSVF homelessness prevention services on the night the HIC.
- **RHY Basic Center Program (BCP) projects:** BCP projects may offer both emergency shelter and homelessness prevention services; however, BCP homelessness prevention services should not be included on the HIC or PIT.

21 – 24. Bed Inventory by Household Type – Special Instructions

- **Projects serving runaway and homeless youth:** CoCs must exclude beds that are dedicated for persons who are wards of the state, including children who are in foster care or who are otherwise under government custody or supervision. If beds are not specifically dedicated, then the CoC must pro-rate beds based on use on the night of the count or pro-rate based on average utilization.
- **PSH voucher projects and VASH:** Projects should count the total number of vouchers available for use on the night of the HIC and PIT count, regardless of whether or not the voucher is presently being used. If all vouchers are in use, divide the beds based on how the bed(s) were used on the night of the HIC.

21 – 24. Bed Inventory by Household Type – Special Instructions

Instructions for PSH voucher and VASH Projects with all vouchers in use on night of HIC (HMIS Projects)

- Hover over the **Report** navigation menu
- Click **Application Report Designer** to open that page
- Select **HIC** from the category dropdown and click **Search**.
- Click on **Report Name “HIC Active PSH/OPH Clients”**
- Click **Save As** and enter a Report Name with your agency (e.g. “MCY HIC Active PSH/OPH Clients”)
- Click **Save**
- Open the **Report Query Window** by clicking the edit button (pencil icon)
- Change the last three letters of [OrgName] to your agency code (e.g., oc_”xxx”) and click **Save**
- Click **Show** to open the **Ad Hoc Report Viewer**
- Enter report parameters.
 - **DateField** = ProgramDate
 - **StartDate** = 1/1/2000
 - **EndDate** = 1/26/2018
- Click **View Report**

Once the report runs, export to Excel by clicking the **Save Icon** and **Excel option**

21 – 24. Bed Inventory by Household Type – Special Instructions

Instructions for PSH voucher and VASH Projects with all vouchers in use on night of HIC (HMIS Projects)

- Open the report in Excel
- **Copy** and **Paste** the data into a new sheet
 - (TIP: Ctrl +A to select all data, Ctrl +V to copy, Ctrl + C to paste)
- Click **Merge & Center** to unmerge cells
- Delete blank columns
- With all cells selected (remember the tip, Ctrl+A), select the **Data tab** and **click Filter**
- To select clients *NOT* active on the night of the HIC, **filter the Program EndDate field to select records with an EndDate before or on the night of the HIC**
- **Delete these rows**, you are now left with clients that were active on the night of the HIC!
- **Click Clear Filter**

21 – 24. Bed Inventory by Household Type – Special Instructions

Instructions for PSH voucher and VASH Projects with all vouchers in use on night of HIC (HMIS Projects)

- Select all the remaining data
- Select the **Insert tab** and **click PivotTable**
- **Click OK** on the popup window
- **Check Program** and **Family Type** to move these fields into the Row Labels, your data is now grouped by program and then family type
- **Check Distinct ID** and **drag the field to Values**, this will count the amount of distinct clients
- **Check Head of Household** and **drag the field to Filters**, this filter will be used to count the amount of family units for Households with at least one adult and one child.
 - **Click the arrow** next to (ALL) to reveal the Head of Household Field options
 - **Check Select Multiple Items**
 - **Check True** and **click OK**
- ❖ The bold number next to the project name is the total clients active in the project
- ❖ The number next to each household type is the total clients in each household type
- ❖ Filtering for Head of Household = True tells you the units for households with at least one adult and one child

21 – 24. Bed Inventory by Household Type – Special Instructions

Rapid Re-housing: Projects should count RRH beds and units based on the actual number of current project participants who are:

- Actively enrolled in the project on the night of the inventory count, including persons who are only receiving supportive services in the RRH project; and
- No longer homeless and are in permanent housing on the night of the inventory count
- **That means: clients enrolled in your program on 1/26/2018 with a housing moving date before or on the date of 1/26/2018**

21 – 24. Bed Inventory by Household Type – Special Instructions

Rapid Re-housing Instructions for HMIS Projects

- Hover over the **Report** navigation menu
- Click **Application Report Designer** to open that page
- Select **HIC** from the category dropdown and click **Search**.
- Click on **Report Name** “**HIC Active RRH Clients**”
- Click **Save As** and enter a Report Name with your agency (e.g. “MCY HIC Active RRH Clients”)
- Click **Save**
- Open the **Report Query Window** by clicking the edit button (pencil icon)
- Change the last three letters of [OrgName] to your agency code (e.g., oc_”xxx”) and click **Save**
- Click **Show** to open the **Ad Hoc Report Viewer**
- Enter report parameters.
 - **DateField** = ProgramDate
 - **StartDate**= 1/1/2000
 - **EndDate** = 1/26/2018
- Click **View Report**

Once the report runs, export to Excel by clicking the **Save Icon** and **Excel option**

21 – 24. Bed Inventory by Household Type – Special Instructions

Rapid Re-housing Instructions for HMIS Projects

- Open the report in Excel
- **Copy** and **Paste** the data into a new sheet
 - (TIP: Ctrl +A to select all data, Ctrl +V to copy, Ctrl + C to paste)
- Click **Merge & Center** to unmerge cells
- Delete blank columns
- With all cells selected (remember the tip, Ctrl+A), select the **Data tab** and **click Filter**
- To select clients *NOT* active on the night of the HIC, **filter the Program EndDate field to select records with an EndDate before or on the night of the HIC**
- **Delete these rows**, you are now left with clients that were active on the night of the HIC!
- To select clients that were *NOT* in permanent housing on the night of the HIC, **filter the Housing Move in Date field to select records with no Housing Move-In Date, or a Housing Move-In Date after the night of the HIC**
- **Delete these rows**, you are now left with clients that were in permanent housing on the night of the HIC!
- **Click Clear Filter**

21 – 24. Bed Inventory by Household Type – Special Instructions

Rapid Re-housing Instructions for HMIS Projects

- Select all the remaining data
- Select the **Insert tab** and **click PivotTable**
- **Click OK** on the popup window
- **Check Program** and **Family Type** to move these fields into the Row Labels, your data is now grouped by program and then family type
- **Check Distinct ID** and **drag the field to Values**, this will count the amount of distinct clients
- **Check Head of Household** and **drag the field to Filters**, this filter will be used to count the amount of family units for Households with at least one adult and one child.
 - **Click the arrow** next to (ALL) to reveal the Head of Household Field options
 - **Check Select Multiple Items**
 - **Check True** and **click OK**
- ❖ **The bold number next to the project name is the total clients active in the project in Permanent Housing**
- ❖ **The number next to each household type is the total clients in each household type in permanent housing**
- ❖ **Filtering for Head of Household = True tells you the units for households with at least one adult and one child**

25. Bed and Unit Availability

• Please choose one:

- **Year-Round Beds:** Available on a year-round basis.
- **Seasonal Beds (Emergency Shelter Only):** Not available year-round, but instead are available on a planned basis, with set start and end dates, during an anticipated period of higher demand. For the HIC, identify only the total number of seasonal beds available for occupancy on the night of the inventory count.



26. Total Year-Round and/or Seasonal Beds

- Sum of beds for households without children, beds for households with at least one adult and one child, and beds for households with only children.
- This is a grey field on the HIC Answer Form, and should not be adjusted. This field is automatically calculated based on responses to questions 21, 23, and 24.



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27 - 29. Overflow Beds (ES Only)

- Available on an ad hoc or temporary basis during the year in response to demand that exceeds planned (year-round or seasonal) bed capacity.
- For the HIC, identify the total number of overflow beds that were available for occupancy on the night of the inventory count. If there is no fixed number of overflow beds, CoCs may instead report the number of overflow beds that were occupied on the night of the inventory count.

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30. Total Overflow Beds (ES Only)

- Sum of overflow beds for households with at least one adult and one child and beds for households without children or with only children.
- This is a grey field on the HIC Answer Form, and should not be adjusted. This field is automatically calculated based on responses to questions 27 and 29.



31. Total Bed Inventory

- Sum of total year-round and/or seasonal beds and total overflow beds.
- This is a grey field on the HIC Answer Form, and should not be adjusted. This field is automatically calculated based on responses to questions 26 and 30.

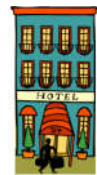


32. HMIS Participation

- As of the night of the HIC/PIT (1/26/18), does this project participate in HMIS?

33. Bed Type (ES Only)

- **Facility-based:** Beds located in a residential homeless assistance facility dedicated for use by persons who are homeless.
- **Voucher:** Beds located in a hotel or motel and made available by the homeless assistance project through vouchers or other forms of payment.
- **Other:** Beds located in a church or other facility not dedicated for use by persons who are homeless.



34 - 36. Chronically Homeless Bed Inventory (PSH Only)

- The number of PSH beds that are dedicated to house chronically homeless persons, including members of chronically homeless families.
- A dedicated bed is a bed that must be filled by a chronically homeless participant unless there are no chronically homeless persons located within the geographic area.
- Should be less than or equal to the total beds in the project.

37. Total Chronically Homeless Bed Inventory (PSH Only)

- Sum of chronically homeless beds for households without children, households with at least one adult and one child, and households with only children.
- This is a grey field on the HIC Answer Form, and should not be adjusted. This field is automatically calculated based on responses to questions 34, 35, and 36.

38 – 39. Veteran Bed Inventory

- The number of beds that are dedicated to house homeless veterans and their families.
- Dedicated beds are beds that must be filled by homeless veterans and their families unless there are no homeless veterans and their families located within the geographic area.
- Should be less than or equal to the total beds in the project.

40. Total Veteran Bed Inventory

- Sum of veteran beds for households without children and households with at least one adult and one child.
- This is a grey field on the HIC Answer Form, and should not be adjusted. This field is automatically calculated based on responses to questions 38 and 39.



41 – 43. Youth Bed Inventory

- Youth – Persons under age 25, including children under age 18 and young adults ages 18 to 24.
- The number of beds that are dedicated to house homeless youth, including parenting youth and unaccompanied youth. This does not include children in households with adults 25 and over.
- A dedicated bed is a bed that must be filled by a homeless youth unless there are no homeless youth located within the geographic area.
- Should be less than or equal to the total beds in the project.

44. Total Youth Bed Inventory

- Sum of youth beds for households without children, households with at least one adult and one child, and households with only children.
- This is a grey field on the HIC Answer Form, and should not be adjusted. This field is automatically calculated based on responses to questions 41, 42, and 43.



45. Youth Beds Dedicated to Serve

- If youth bed inventory is reported, identify if the beds are dedicated to serve:
 - Only children under 18
 - Only persons 18 to 24
 - Persons up to 24 (i.e., both children under 18 and persons 18 to 24).

46. Explaining Differences from 2017 HIC

- If the Bed Inventory Information reported is different from what was reported on the 2017 HIC, or if the project was not included on the 2017 HIC, please provide an explanation.
- Bed Inventory information reported by your agency on the 2017 HIC will be sent to you by 2-1-1 OC in the form of the HIC Answer Form
- You may also [view the HIC](#) at ochmis.org > HMIS Help > 2018 HIC and Sheltered PIT

47 – 49. Active Clients

How many clients were active in each of the household types below on the night of the HIC/PIT?*

- Persons in households with at least one adult and one child
- Persons in households without children
- Persons in households with only children

47 – 49. Active Clients

HMIS-participating projects:

ES and TH: Run the **8000.22 PIT Summary 2018** report for 1/26/18.

- **Data from the “Total number of persons” row, either Sheltered ES or Sheltered TH column** for each household type: Households with Children, Households without Children, and Households with only Children

RRH projects and VASH/PSH Voucher projects with all vouchers in use: These numbers should match beds reported for 21, 23, and 24.

Other PSH/OPH Projects: Run the **HIC Active PSH/OPH Clients** and **perform data manipulation as outlined in 21.-24. Special Instructions** for PSH voucher and VASH Projects with all vouchers in use on night of HIC.

- **Data from rows for each household type:** Households with Children, Households without Children, and Households with only Children

47 – 49. Active Clients

Non-HMIS Participating projects:

Pull the data from your database

Note that for RRH projects and VASH/PSH Voucher projects with all vouchers in use, these numbers should match beds reported for 21, 23, and 24.

50. Total Active Clients

- Sum of active clients in households with at least one adult and one child, households without children, and households with only children.
- **ES, TH, and SH projects:** This number should match the total clients reported on the PIT report or PIT Answer Form.
- **RRH projects:** This number should match Q26 (Total Year-Round Beds)
- **VASH and PSH Voucher projects:** If all vouchers are in use, this number should match Q26 (Total Year-Round Beds)
- This is a grey field on the HIC Answer Form, and should not be adjusted. This field is automatically calculated based on responses to questions 47, 48, and 49.

51. Bed Utilization

- Total Active Clients divided by Total Bed Inventory.
- This is a grey field on the HIC Answer Form, and should not be adjusted. This field is automatically calculated based on responses to questions 31 and 50.

52. Explain Low or High Bed Utilization

- If bed utilization is below 65% or above 105%, please provide an explanation.

Tip!

- After completing the HIC Answer Form, hit F9 on your keyboard.
- This will update formulas and rules on the page, and will highlight issues in red.
- After making any corrections, hit F9 again to ensure issues are corrected.

21. Beds for Households with at least One Adult and One Child	10	0	12	10	32	0	32	0	32	0	15	0	0	15
22. Units for Households with at least One Adult and One Child	0	0	30	0	30	0	30	0	30	0	40	0	40	
23. Beds for Households without Children														
24. Beds for Households with only Children														
25. Bed and Unit Availability														
26. Total Year-Bound and/or Seasonal Beds														
27. Overflow Beds for Households with at least One Adult and One Child (ES Only)														
28. Overflow Units for Households with at least One Adult and One Child (ES only)														
29. Overflow beds for Households without Children or Households with only Children (ES)														
30. Total Overflow Beds (ES only)														
31. Total Bed Inventory														
32. Does this project participate in HHS?														
33. Bed Type (ES only)														
34. Chronically Homeless beds for Persons in Households with at Least One Adult and One Child (PSH only)														
35. Chronically Homeless beds for Persons in Households without Children (PSH only)														
36. Chronically Homeless beds for Persons in Households with only Children (PSH only)														
37. Total Chronically Homeless: Bed Inventory (PSH only)														

Questions about the HIC?

Plus brief 5-minute break!



Point in Time (PIT)

PIT Cover Sheet

- The PIT Cover Sheet should list all Emergency Shelter, Transitional Housing, and Safe Haven projects at your agency.
- This sheet must have a wet signature from the ED at your agency certifying the PIT Reports and/or PIT Answer Form is correct, and should be submitted with the PIT Reports and/or PIT Answer Form.

PIT Cover Sheet

2018 OC PIT Cover Sheet

Instructions: The agency's Executive Director should sign this form and submit with the PIT Answer Form and/or PIT reports from HMIS. All Emergency Shelter, Transitional Housing, and Safe Haven projects included on the HIC Answer Form should also be included on this cover sheet.

HMIS Participating Projects: I certify that I have reviewed the PIT reports for the projects below. In addition, I certify that all data through 1/26/18 for the projects below, including program exit dates, has been entered completely and correctly into HMIS to the best of my knowledge.

Projects not Participating in HMIS: I certify that I have reviewed the PIT Answer Sheet for the projects below, and the information is complete and accurate to the best of my knowledge.

Organization Name:

Name of Executive Director:

Email of Executive Director:

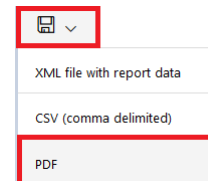
Signature of Executive Director:

Project Name	HMIS Participating? (yes/no)



PIT Reports

- All HMIS-participating projects identified on the PIT Cover sheet must submit a **8000.22 PIT Summary 2018** report. To run the PIT report, follow the steps below:
 - Hover over the **Report** navigation menu
 - Click **General Report** to open that page
 - Select **All** from the category dropdown, and click **Search**.
 - Click on **Report Name “8000.22 PIT Summary 2018”**
 - Enter report parameters.
 - **CoCCode** = CA-602
 - **AgencyName** = [select your agency]
 - **ProgramTypeCode** = Select All
 - **Program** = [select program name]
 - **ReportDate** = 1/26/18
 - Click **View Report**
 - Once the report runs, export to PDF by clicking the **Save Icon** and **PDF option**



PIT Answer Form

- Projects identified as not participating in HMIS on the PIT Cover Sheet should complete the PIT Answer Form.
- Data should be entered in yellow fields.
- Grey fields are calculated automatically, and should not be altered.

PIT Answer Form

3. PIT Data - Households with at least one adult and one child																	
Total Number of Households	Total Number of persons	Number of persons (under age 18)	Number of persons (age 18-24)	Number of persons (over age 24)	Gender		Ethnicity				Race				Chronically		
					Female	Male	Trans Female (MTF or Male to Female)	Trans Male (FTM or Female to Male)	Gender Non-Conforming (i.e. not exclusively Non-Hispanic/Non-Latino)	Hispanic/Latino	White	Black or African/American	Asian	American Indian or Alaskan Native	Native Hawaiian or Other Pacific Islander	Multiple Races	Total Number of Households
	0																
	0																
	0																
	0																
	0																

Changes to 2018 PIT

- HUD has changed the “Don’t identify as male, female, or transgender” gender response option to “Gender Non-Conforming (i.e. not exclusively male or female.”
- HUD is requiring that data reported on survivors of domestic violence be limited to reporting on **only those who are currently experiencing homelessness because they are fleeing domestic violence, dating violence, sexual assault, or stalking**, as opposed to report on on survivors who have experienced these circumstances.
- COCs are now required to report the number of children of parenting youth families where the parent is under 18 separate from the children of parenting youth families where the parent is aged 18 to 24.

1. Project Information

- Project Type and Project Name should match data entered on HIC Answer Form.
- Only Emergency Shelter, Transitional Housing, and Safe Haven projects should be included.

2. PIT Contact Information

- Should be the contact information for the person completing the PIT Answer Form for the project.
- There may be different contacts for different projects.
- “Date information is being collected” is the date the PIT Answer Form is being completed for the project.

3. Households with at least One Adult and One Child

- Total number of households
- Total number of persons (this is a grey field, and is a sum of the fields below).
 - Number of persons (under age 18)
 - Number of persons (age 18-24)
 - Number of persons (over age 24)



3. Households with at least One Adult and One Child

- Enter remaining data for all clients in this category.
 - Gender
 - Ethnicity
 - Race
 - Clients that identify as multiple races should be reported under the multiple races category, and should not be counted under any of the other categories.
- Chronically Homeless
 - Total number of households: Count chronically homeless households with at least one adult and one child
 - Total number of persons: Count all clients in chronically homeless households with at least one adult and one child



Chronically Homeless

- Chronically homeless fields should only be answered for *Emergency Shelter* or *Safe Haven* projects.
- For the purpose of the PIT, a chronically homeless person:
 - Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
 - Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least four separate occasions in the last 3 years where the combined length of time homeless in those occasions is at least 12 months; and
 - Has a disability.
- *If one member of a household qualifies as chronically homeless, all persons in the household should be counted as chronically homeless.*
 - For example, if one adult in a two adult household is identified as chronically homeless, both adults should be counted as a chronically homeless person in the households without children category of the PIT count.

Checkout [2-1-1OC's Chronic Homelessness Tool](#) at ochmis.org > HMIS Help > 2-1-1OC's Chronic Homelessness Tool

4. Households without Children

- Total number of households
- Total number of persons (this is a grey field, and is a sum of the fields below)
 - Number of persons (age 18-24)
 - Number of persons (over age 24)



4. Households without Children

- Enter remaining data for all clients in this category.
 - Gender
 - Ethnicity
 - Race
 - Clients that identify as multiple races should be reported under the multiple races category, and should not be counted under any of the other categories.
- Chronically Homeless
 - Total number of persons: Count all chronically homeless persons in households without children



5. Households with Only Children

- Total number of households
- Total number children (under age 18)
- Enter remaining data for all clients in this category.
 - Gender
 - Ethnicity
 - Race
 - Clients that identify as multiple races should be reported under the multiple races category, and should not be counted under any of the other categories.
- Chronically Homeless
 - Total number of persons: Count all chronically homeless persons in households with only children



Veteran Households

- A household is considered a veteran household if any member of the household is a veteran.
- Veteran households should be reported under the correct household type.
 - Households with at least one adult and one child
 - Households without children



6. Veteran Households with at least One Adult and One Child*

- Total number of households
- Total number of persons
- Total number of veterans
- Enter demographic data for the **veterans** counted in this category.
 - Gender
 - Ethnicity
 - Race
 - Clients that identify as multiple races should be reported under the multiple races category, and should not be counted under any of the other categories.
- Chronically Homeless
 - Total number of households: Count all chronically homeless veteran households with at least one adult and one child
 - Total number of persons: Count all clients in chronically homeless veteran households with at least one adult and one child



*This data is a subset of the All Household data reported for questions 3 – 5.

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7. Veteran Households without Children*

- Total number of households
- Total number of persons
- Total number of veterans
- Enter demographic data for the **veterans** counted in this category.
 - Gender
 - Ethnicity
 - Race
 - Clients that identify as multiple races should be reported under the multiple races category, and should not be counted under any of the other categories.
- Chronically Homeless
 - Total number of persons: Count all clients in chronically homeless veteran households without children



*This data is a subset of the All Household data reported for questions 3 – 5.

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8. Unaccompanied Youth Households

- Unaccompanied youth are persons under age 25 who are not presenting or sleeping in the same place as their parent or legal guardian or their own children.
- Unaccompanied youth are either a subset of households without children, if they are 18 to 24, or households with only children, if they are under 18.

8. Unaccompanied Youth Households*

- Total number of unaccompanied youth households
- Total number of unaccompanied youth (this is a grey field, and is a sum of the fields below)
 - Number of unaccompanied children (under age 18)
 - Number of unaccompanied young adults (age 18 – 24)
- Enter demographic data for the unaccompanied youth counted in this category.
 - Gender
 - Ethnicity
 - Race
 - Clients that identify as multiple races should be reported under the multiple races category, and should not be counted under any of the other categories.
- Chronically Homeless
 - Total number of persons: Count all chronically homeless persons in unaccompanied youth households

*This data is a subset of the All Household data reported for questions 3 – 5.

Parenting Youth Households

- Parenting youth are youth who identify 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.
- Parenting youth are either a subset of households with children if the parenting youth is between 18 and 24, or households with only children if the parenting youth is under 18.

9. Parenting Youth Households*

- Total number of parenting youth households
- Total number of persons in parenting youth households (this is a grey field, and is a sum of total parenting youth and children of parenting youth)
 - Total number of parenting youth (this is a grey field, and is a sum of the fields below)
 - Number of parenting youth (under age 18)
 - Number of parenting youth (age 18 – 24)
 - Number of children of parenting youth ([children under 18 with parents under age 25] this is a grey field, and is a sum of the fields below)
 - Number of children with parenting youth under age 18
 - Number of children with parenting youth age 18 to 24

*This data is a subset of the All Household data reported for questions 3-5.

9. Parenting Youth Households

- Enter demographic data **only for the parenting youth** in this category.
 - Gender
 - Ethnicity
 - Race
 - Clients that identify as multiple races should be reported under the multiple races category, and should not be counted under any of the other categories.
- Chronically Homeless
 - Total number of households: Count all chronically homeless parenting youth households
 - Total number of persons: Count all clients in chronically homeless parenting youth households

10. Homeless Subpopulations

The Subpopulation data below should be limited to **adults**.

- **Adults with HIV/AIDS:** Adults who have been diagnosed with AIDS and/or have tested positive for HIV.
- **Adults with a Serious Mental Illness (SMI):** 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" (e.g., "is expected to be long-continuing or indefinite duration").
- **Adults with a Substance Use Disorder:** 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").
- **Survivors of Domestic Violence (optional):** Adults who are currently experiencing homelessness because they are fleeing domestic violence, dating violence, sexual assault, or stalking.

11. Projects not Participating in HMIS: What method did you use to count clients?

- Report from Database
- Observation (ex. manual counts of people in each required reporting category)
- Interviews with sheltered homeless people during the PIT count
- Case manager records
- Distribution/collection of PIT forms to sheltered homeless people
- Other (please specify)

Tip!

- After completing the PIT Answer Form, hit F9 on your keyboard.
- This will update formulas and rules on the page, and will highlight issues in red.
- After making any corrections, hit F9 again to ensure issues are corrected.

Questions about the PIT?



Open Office Sessions

- HIC/PIT Pre-Due Date open office sessions have been scheduled in the first and second week of February.
- This is an opportunity to get one-on-one help completing your HIC and PIT survey forms.
- HMIS participating projects: Please ensure all data through 1/26/18 is entered into HMIS before attending a session.
- Works best with specific questions and first-try already attempted so it is more of a problem-solving session than a walk-through.
- View the HMIS Calendar at training.ochmis.org > HMIS Calendar to register if you would like to attend.
- If all sessions are full, please submit [a Help Desk ticket](#) under the HIC/PIT Category

Important Dates Information, Reminder!

- Orange County will be conducting the HIC and PIT counts on the night of **January 26, 2018**. (HUD's requirement is that it be conducted on one day during the last 10 days in January 2018).
- All data through January 26, 2018 should be entered into HMIS or the agency's comparable database by **February 1, 2018** to ensure data is accurate for the sheltered PIT count.
- HIC and PIT Forms are due to 211OC by **February 9, 2018**.
- To submit completed forms or ask additional questions via [Help Desk tickets](#) under the HIC/PIT Category
- 211OC will be working with the agencies to correct HIC and PIT surveys through February and March, and hope to have all surveys finalized by **April 1st**.
- The HIC and Pit Cover Sheets, PIT Forms, power point slides, and guidance are available at ochmis.org > HMIS Help > 2018 HIC and Sheltered PIT

Last Chance for Questions!



Thank you for coming!

