

# 2022 HIC and Sheltered PIT

# Agenda

---

- HIC/Sheltered PIT Overview
- HIC Data Collection
- Sheltered PIT Data Collection
- HIC/PIT Timeline and Submission
- Q & A

# HIC and Sheltered PIT Overview

## HIC Project Types

Emergency Shelter  
Transitional Housing  
Rapid Re-Housing  
Permanent Supportive Housing  
Other Permanent Housing

## Sheltered PIT Project Types

Emergency Shelter  
Transitional Housing

Details regarding the unsheltered PIT count are available at [everyonecountsoc.org](https://www.everyonecountsoc.org)

# HIC Answer Form

---

- Each project is a separate row
- Projects with current and under development beds (question 13) are separate rows
- Yellow cells include comments with descriptions
- Grey cells are auto-calculated
- Glossary tab



# 6 – 11. Project Location

---

- Geocode and address should reflect where the majority of beds are located
- Zip code and Geocode must match
- DV providers should only enter Geocode and Zip Code

# 14 - 23. Bed Inventory

---

- Inventory is broken down by household type
  - Inventory Start Date
  - Inventory End Date
  - Beds/Units
- Cribs and overflow beds are not reported in this section
- All projects except RRH: Beds/units should remain the same as the previous year unless units/vouchers were added or removed

# Bed Inventory: Families

---

- Projects with a fixed number of units but not a fixed number of beds should multiple their average family size by the number of units to determine bed count
- Review the [Average Family Size](#) kb for more details



# Bed Inventory: Voucher Projects

Voucher projects should determine bed counts from the number of bedrooms in each unit

## Households without Children

0 bedrooms – 1 bed  
1 bedroom – 1 bed

## Households with Adults & Children

2 bedroom – 3 beds  
3 bedroom – 5 beds

# Bed Inventory: Tenant-Based PH/RRH Projects

---

- Beds and units should reflect clients active in the project and placed in a PH unit on the night of the count
  - Beds = number of clients in each household type
  - Units = number of families in households with children and adults
- HMIS Projects: Run the Count of Persons by Household Type report for these numbers

# Bed Inventory: SSVF EHA

---

- Clients that meet the following criteria on the night of the count must be counted as a separate ES project NOT participating in HMIS:
  - Active in SSVF RRH project
  - NOT placed in permanent housing
  - Receiving Emergency Housing Assistance service
- SSVF RRH HMIS Projects: Run the 2022 SSVF EHA Clients report for these numbers

# 33 – 42. Dedicated Beds

---

- Dedicated beds must be filled by clients from that sub-population.
  - Chronically Homeless (PSH only)
  - Veterans
  - Youth

# 45 - 48. RRH Max Capacity

---

- Report the maximum number of clients and households the project can serve at one time
- These numbers should match what is included on the project's contract
- HMIS projects without contracts
  - Run the RRH - Number of Enrollments and Households in a Given Week report
  - Find the week with the most active enrollments
  - Run Count of Persons by Household Type report for a date during that week

# RRH - Number of Enrollments and Households in a Given Week

Filters (3)

Population Report Range  
Conditionally Required is in the year 2021

Programs Full Name is equal to Erin's Agency - Erin's RRH x

Programs Project Type Code is equal to PH - Rapid Re-Housing x

Visualization Table (Legacy)

	Full Name	Observation Week	Enrollments	Number of Households
1	Erin's Agency - Erin's RRH	2021-12-27	24	15
2	Erin's Agency - Erin's RRH	2021-12-20	24	15
3	Erin's Agency - Erin's RRH	2021-12-13	24	15
4	Erin's Agency - Erin's RRH	2021-12-06	24	15
5	Erin's Agency - Erin's RRH	2021-11-29	24	15
6	Erin's Agency - Erin's RRH	2021-11-22	24	15
7	Erin's Agency - Erin's RRH	2021-11-15	24	15
8	Erin's Agency - Erin's RRH	2021-10-11	21	14
9	Erin's Agency - Erin's RRH	2021-10-04	21	14

# 51 - 54. Active Clients

---

- Number of active clients in each household type
- ES/TH projects: These numbers must match the project's PIT data
- RRH/PSH/OPH: Count active clients in the project and placed in a housing unit

# 51 - 54. HMIS HIC Reports

---

All reports are available on the Data Analysis tab under HIC/PIT

- Count of Persons by Household Type (aggregate report)
  - RRH, PSH, OPH (RRH can also use for Q14 – 23)
  - ES (Entry/Exit), TH
- Active Clients (details report)
  - RRH, PSH, OPH
  - ES (Entry/Exit), TH
  - ES (Night-by-Night)



# Count of Persons by Household Type Report

Filters (4)

Enrollments Reporting Period Filter  
Required is any time

Enrollments Project Exit Date is on or after (absolute) 2022-02-22  
OR is null

Enrollments Project Start Date is before (absolute) 2022-02-22

Programs Full Name is equal to Erin's Agency - Erin's Transitional Housing

Visualization Single Record

Full Name	Erin's Agency - Erin's Transitional Housing
Persons in Households with at least One Adult and One Child	2
Households with At Least One Adult and One Child	1
Persons in Households without Children	7
Persons in Households with only Children	0

# Active Clients Report

Filters (6)

Custom Filter

Enrollments Reporting Period Filter Required is on the day 2022-02-21 +

Agencies Agency Name is equal to Erin's Agency x +

Enrollments Project Exit Date is on or after (absolute) 2022-02-22 x  
OR is null x +

Programs Full Name is equal to x +

Programs Project Type Code is equal to Emergency Shelter x  
Transitional Housing x +

Programs Tracking Method is not equal to Night-by-Night x +

Visualization

Table (Legacy)

Edit

	Agency Name	Full Name	Project Type Code	Unique Identifier	Enrollment ID	Household ID	First Name	Last Name	Head of Household (Yes / No)	Project Start Date	Project Exit Date
1	Erin's Agency	Erin's Agency - Family Shelter	Emergency Shelter	B3B1DD040	685	743	Abe	Simpson	Yes	2020-04-02	0
2	Erin's Agency	Erin's Agency - Erin's Transitional Housing	Transitional Housing	E76BB03B9	741	809	Albus	Dumbledore	Yes	2020-07-01	0
3	Erin's Agency	Erin's Agency - ESG Emergency Shelter	Emergency Shelter	45F66D7CE	5405	4224	App	Test	Yes	2021-05-19	0
4	Erin's Agency	Erin's Agency - CFCOC ES Test	Emergency Shelter	44F4E6E68	276	234	Baby	Chick	No	2018-07-18	0

# HIC Program Inventory Report

---

- Includes all projects active at the agency with Program Descriptor Data in HMIS (including DV agencies)
- Each project is a row
- Each household type is a row
- Should be used as a starting point to complete HIC Answer Form

# HIC Program Inventory Report

Agency Name	Name	Project Type Code	Target Population	Geocode	Name	Address	City	ZIP Code	State	Housing Type	Inventory Start Date	Inventory End Date	Household Type	Total Bed Inventory	Total Unit Inventory	Availability	Is HMIS Participating Project	Bed Type	Other Chronically Homeless	Chronically Homeless Veterans	Chronically Homeless Youth	Other Veteran	Youth-Veteran	Other Youth	Funding Source
Erin's Agency	Erin's Transitional Housing	Transitional Housing	Not Applicable	63342	Erin's Agency	1505 E 17th St.	Santa Ana	92705	CA	Site-based "single site"	7/1/2017		Households without children	75	75		Yes		0	0	0	0	5	10	Local or Other Funding Source
Erin's Agency	Erin's Transitional Housing	Transitional Housing	Not Applicable	63342	Erin's Agency	1505 E 17th St.	Santa Ana	92705	CA	Site-based "single site"	7/1/2017		Households with at least one adult and one child	20	4		Yes		0	0	0	0	0	0	Local or Other Funding Source
Erin's Agency	Family Shelter	Emergency Shelter	Not Applicable	69059	Erin's Agency	1505 E 17th St.	Santa Ana	92705	CA	Site-based "single site"	7/1/2021		Households with at least one adult and one child	100	40	Year-round	Yes	Facility-based							N/A

# HIC Client Form

---

- Each project is a separate spreadsheet
- Each row is a separate client
- Yellow cells include comments with descriptions
- First three rows are sample data
- Only submitted by PH projects not participating in HMIS

# HIC Client Form

2-1-1

Orange County

## Orange County Continuum of Care 2022 Housing Inventory Count - PH Client Information

Agency Name	Project Name
Name	Project Type (Select)
Phone Number	
Email	

### Client Identifying Information

### Household Information

Hover over cells colored in yellow for more information about the column	First Two Initials of First Name	First Two Initials of Last Name	Gender (Select Response)	Age	Ethnicity (Select Response)	Race (Select Response)	Housing Move-In Date	Household ID (Group #)	# of Persons in Household	# of persons under age 18	# of persons age 18 and older	Head of Household(Y/N)	Relationship to Head of Household (HoH) (Select Response)
	Rows 12-14 are samples to demonstrate how to fill out the PIT Answer form. Begin entering real client data on row 15.	En	Fa	Male	31	Non-Hispanic/Non-Latin(a)(o)(x)	Multiple Races	12/17/2021	A	2	1	1	Yes
	Sa	Fa	Female	14	Non-Hispanic/Non-Latin(a)(o)(x)	White	12/17/2021	A	2	1	1	No	Hoh's child
	Ju	Bo	Transgender	32	Hispanic/Latin(a)(o)(x)	Asian	1/5/2022	B	1	0	1	Yes	Self

2-1-1

Orange County

# PIT Answer Form

---

- Each project is a separate spreadsheet
- Each row is a separate client
- Yellow cells include comments with descriptions
- Grey rows are sample data
- Only submitted by ES/TH projects not participating in HMIS

# PIT Answer Form

2:1:1 Orange County Continuum of Care 2022 Point In Time - Sheltered Count										
Orange County										
Agency Name			Project Name							
Name			Project Type (Select)							
Phone Number			# of beds occupied							
Email			# of beds available							
			Total # of beds			0				
Client Identifying Information										
Hover over cells colored in yellow or where noted for more information about the column!	First Two Initials of First Name	First Two Initials of Last Name	Gender (Select Response)	Age	Ethnicity (Select Response)	Race (Select Response)	What State Were You Born In? (Select Response)  Outside of US: Select 'Other' and fill in Country Name	Country Name if outside US	Household ID (Group #)	# of Persons in Household
	En	Fa	Female	31	Non-Hispanic/Non-Latin(a)(o)(x)	Multiple Races	Other	Germany	A	2
	Sa	Fa	Male	14	Non-Hispanic/Non-Latin(a)(o)(x)	White	California -CA		A	2
	Ju	Bo	Female	32	Hispanic/Latin(a)(o)(x)	Asian or Asian American	Alaska -AK		B	1



# Household Information

---

- A household is one or more individuals who present themselves to your project together for services
- All members in a household should be assigned the same unique Household ID as alphabetic group names

# HMIS PIT Reports

---

- **ES (Entry/Exit) and TH projects:** 2022 Sheltered PIT: Client Data
- **ES (Night-by-Night):** 2022 Sheltered PIT: Client Data (ES Night-by-Night)
- **HOPWA STSH projects:** 2022 Sheltered PIT : Client Data STSH Projects (located under agency folder)
- **SSVF EHA projects:** 2022 SSVF EHA Clients (filter exported report by EHA client is yes)

# 2022 Sheltered PIT: Client Data

Filters (5)

Enrollments Reporting Period Filter  
Required

is on the day 2022-02-21 +

Agencies Agency Name

is equal to erin's agency x +

Enrollments Project Exit Date

is on or after (absolute) 2022-02-22 x

OR

is null x +

Programs Project Type Code

is equal to Emergency Shelter x  
Transitional Housing x Safe Haven x +

Programs Tracking Method

is not equal to Night-by-Night x +

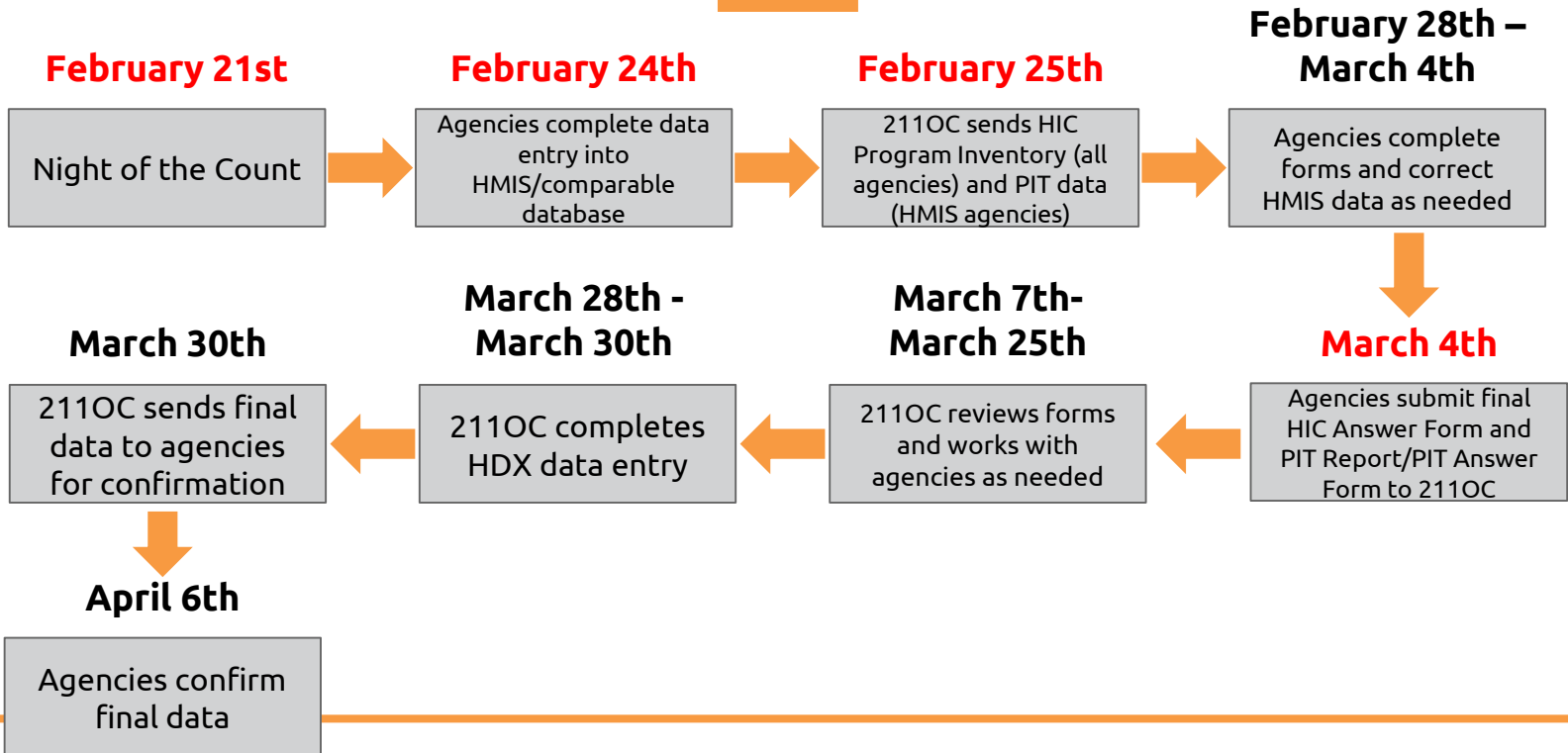
Visualization



Table (Legacy) ...

Agency Name	Full Name	Project Type Code	Enrollment ID	Unique Identifier	First Name	Last Name	Gender	HMIS Glossary Age	Ethnicity	Race
Erin's Agency	Erin's Agency - Family Shelter	Emergency Shelter	727	CDB246AD9	Harry	Potter	Male	37	Non-Hispanic/Non-Latin(a)(o)(x)	White
Erin's Agency	Erin's Agency - Family Shelter	Emergency Shelter	728	771871B1B	Lily	Potter	Female	14	Non-Hispanic/Non-Latin(a)(o)(x)	White
Erin's Agency	Erin's Agency - Family Shelter	Emergency Shelter	729	3B99C3C83	James	Potter	Male	17	Non-Hispanic/Non-Latin(a)(o)(x)	White
Erin's Agency	Erin's Agency - Family Shelter	Emergency Shelter	730	89DD57FBE	Ginny	Potter	Female	38	Non-Hispanic/Non-Latin(a)(o)(x)	White

# 2022 HIC and Sheltered PIT Timeline



# Submission Documents

## Projects Participating in HMIS

HIC Answer Form  
PIT report for ES/TH projects (CSV format)

## Projects Not Participating in HMIS

HIC Answer Form  
PIT Answer Form for ES/TH projects  
HIC Client Forms for PSH/OPH/RRH projects

All documents must be submitted to the agency's [Dropbox](#), and the agency should submit a ticket to the [HMIS Help Desk](#) once the documents are submitted.

# HIC/Sheltered PIT Resources

---

[2022 HIC and Sheltered PIT](#)

[Filling Out the HIC Answer Form and HIC Client Form](#)

[Filling Out the PIT Answer Form](#)

[Running the HIC: Average Family Size Report](#)

[Running a Saved Look](#)

[How to Access your Agency's Dropbox Folder](#)

Contact the [HMIS Help Desk](#) with any questions

# Q & A