



Get Connected. Get Help.™

2024 HIC and Sheltered PIT

JOURNEY 100



Reminders

- Please enter your agency's name into the chat box
- Our team will try our best to answer all the questions we receive during the zoom meeting.
 - We will include questions and answers into the 2024 HIC and Sheltered PIT Knowledge Base article.
 - For questions that may need additional research, we will include in our follow up as well as the KB article.
- The training materials will be recorded and shared via the Knowledge Base article.

Thank you to the HIC PIT Focus Group!



Agenda

- HIC/Sheltered PIT Overview
- HIC Data Collection & Demo
- Sheltered PIT Data Collection
- HIC/PIT Timeline and Submission
- Action Items
- 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

All agencies are required to participate whether or not they are participating in HMIS

HIC Form

- Each project is a separate form
- Forms will be drafted by the 211OC team based on data in HMIS or from the previous HIC
- Form includes additional details regarding data collection for each field
- Fields will appear or disappear from the form depending on how certain fields are answered
- Each section includes warnings for data that doesn't make sense

Project Information

- Agency Name
- Project Name & Type
- Federal Funding Sources
- HMIS Participation
- Target Population
- Project Location & Housing Type
- Inventory Type

Current Bed Inventory

- Beds and units able to be occupied on the night of the HIC/PIT
- This section only appears if Current Inventory is selected for Inventory Type in Project Information section
- Beds are reported by Household Type

Current Bed Inventory

- Year-Round/Seasonal Beds & Units
- Availability Start & End Date
- Overflow beds
- Chronically Homeless beds
- Veteran beds
- Youth beds
- Current Bed Inventory Summary

Family Beds and Units

- 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
- HMIS projects can use the [Average Family Size](#) report
- Example: A project has 5 units, and accommodates 1 family per unit. The project's Average Family Size is 3.
 - The project will report 15 beds and 5 units for households with children.

PH 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 at least One Adult and One Child

2 bedroom – 3 beds
3 bedroom – 5 beds

Units for Households with at least One Adult and One Child should represent the number of vouchers for 2 and 3 bedroom units.

RRH Projects

- Beds and units should reflect clients active in the project and have a **Housing Move-In Date** entered on or before the night of the count
 - Beds = number of clients in each household type
 - Units = number of families in households with at least one adult and one child
- HMIS projects: Pull this data from the 2024 HIC and Sheltered PIT Data Dashboard

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 on the night of the count
 - NOT placed in permanent housing
 - **Receiving Emergency Housing Assistance service on the night of the count**
- Pull this data from the 2024 HIC and Sheltered PIT Data Dashboard

PIT Count

- This section only appears if Current Inventory is reported
- 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 **with a Housing Move-In Date on or before the night of the HIC/PIT**
- HMIS projects: Pull this data from the 2024 HIC and Sheltered PIT Data Dashboard

Bed Utilization

- This section only appears if Current Inventory is reported
- Total Active Clients from PIT Count section / Total Bed Inventory from Current Inventory Summary
- If utilization is below 65% or above 105%, explain why

Under Development Bed Inventory

- Beds and units that cannot be occupied by clients on the night of the HIC/PIT, but will be available in the next 12 months
- This section only appears if Under Development Inventory is selected for Inventory Type in Project Information section
- Same fields as the Current Inventory section

RRH Maximum Capacity

- Report the maximum number of clients and households the project can serve at one time
- These numbers should reflect the number of households the project expects to serve in one year

PIT Count

- Emergency Shelter (Entry/Exit) & Transitional Housing - The client has an enrollment in the project with a Project Start Date on or before the night of the HIC and a Project Exit Date that is blank or after the night of the HIC.
- Emergency Shelter (Night-by-Night) - The client has an enrollment in the project that meets the criteria above, and also has **a bed night service** on the night of the HIC.
- Rapid Re-Housing, Permanent Supportive Housing, & Other Permanent Housing - The client has an enrollment in the project with a Project Start Date on or before the night of the HIC and a Project Exit Date that is blank or after the night of the HIC, AND the client's head of household has a **Housing Move-In Date** that is on or before the night of the HIC.

Submission

- If data is changed from the draft sent by 211OC, explain why
- If the project should not be included on the HIC, explain why
- If you are still working on the form, entered in your email and click the Save button
- If you are ready to submit to 211OC, click the Submit to the HMIS Help Desk button

Submission

Explain why any data in the Project Information, Bed Inventory Information, or RRH Max Capacity sections sent by the 211OC team has been altered:

This could include:

- Project began operations after the last HIC
- Project added/lost units or vouchers
- Project changed the population or sub-population it is serving
- Funding that the project receives has changed
- Location of the project has changed
- HMIS data was updated

If this project should be excluded from the 2024 HIC, please write EXCLUDE in the field below.

Additional Comments

To save your progress without submitting to the HMIS team, click on the Save button.

To submit your final form to the HMIS team, click on the Submit to the OC HMIS Help Desk button. You will first need to check the box below to verify the information entered on the form is accurate.

By submitting this form, I certify that the information submitted by my agency for the HIC and PIT (as applicable) is accurate and complete to the best of my knowledge. I also certify that the Executive Director or other leadership at my agency has reviewed and approved the submission of the HIC and PIT information. *

Yes, I as the assigned Agency Admin for my agency verify the information submitted on this form is accurate.

Email *

Save to Continue the Review Process

Your progress has been saved.

Copy or email the link below and return to your form to complete your submission.

Copy your form link:

https://www.cognitoforms.com/_211OC/_2024HICForm#Yg5cmyXIAXGAL

Email me my link:

211OC 2024 HIC Form

Your progress on the 2024 HIC Form for Project A has been saved.

Use the link below to return to your form to complete your submission.

HIC Form Demo

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HIC Client Form

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

HIC Client Form

2.1.1 Orange County	Orange County Continuum of Care 2024 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)	Gender if different identity is selected, please enter in gender identity shared	Age	Race/Ethnicity (Select Responses)	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)
	En	Fa	Man (Boy if child)		31	White, Non-Hispanic/Non-Latin(a)(o)(x)	12/17/2021	A	2	1	1	Yes	Self
	Sa	Fa	Woman (Girl if child)		14	White, Hispanic/Latin(a)(o)(x)	12/17/2021	A	2	1	1	No	Hoh's child
	Ju	Bo	Transgender		32	Multiple Races	1/5/2022	B	1	0	1	Yes	Self

PIT Answer Form

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

PIT Answer Form

2.1.1 Orange County		Orange County Continuum of Care 2024 Point In Time - Sheltered Count													
Agency Name						Project Name									
Name						Project Type (Select)									
Phone Number						# of beds occupied									
Email						# of beds available									
						Total # of beds		0							
Client Identifying Information										Household 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)	Gender if different identity is selected, please enter in gender identity shared	Age	Race/Ethnicity (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	# of persons under age 18	# of persons age 18 and older	Head of Household(Y/N)	Relationship to Head of Household (HoH) (Select Response)	Have You Been Living in a Shelter and/or on the Streets for One Year or Longer (Y/N)
	En	Fa	Woman (Girl if child)		31	White, Non-Hispanic/Non-Latin(a) (o) (x)	Other	Germany	A	2	1	1	Yes	Self	Yes
	Sa	Fa	Man (Boy if child)		14	White, Hispanic/Latin(a) (o) (x)	California - CA		A	2	1	1	No	Hoh's child	Yes
	Ju	Bo	Woman (Girl if child)		32	Multiple Races	Alaska - AK		B	1	0	1	Yes	Self	No

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

2024 HIC and Sheltered PIT Data Dashboard

- Available on the Data Analysis tab under HIC/PIT
- Includes aggregate and client-level data for all projects that should participate in the HIC and Sheltered PIT
- Active clients tables include aggregate data by household type for each project
- Client details tables include client-level data for the clients included in the aggregate data

Active Clients Tables

All projects: Use the client counts to complete the PIT Count section of the HIC Form

PIT Count

Report the active clients in the project on the night of the HIC/Sheltered PIT count for each household type. HMIS projects: Use the Active Clients looks on the 2024 HIC and Sheltered PIT Data Dashboard to pull this data.

- **Emergency Shelter (Entry/Exit) & Transitional Housing** - The client has an enrollment in the project with a Project Start Date on or before the night of the HIC and a Project Exit Date that is blank or after the night of the HIC.
- **Emergency Shelter (Night-by-Night)** - The client has an enrollment in the project that meets the criteria above, and also has a bed night service on the night of the HIC.
- **Rapid Re-Housing, Permanent Supportive Housing, & Other Permanent Housing** - The client has an enrollment in the project with a Project Start Date on or before the night of the HIC and a Project Exit Date that is blank or after the night of the HIC, AND the client's head of household has a Housing Move-In Date that is on or before the night of the HIC.

Clients in Households with at least One Adult and One Child *

30

Clients in Households without Children *

20

Clients in Households with only Children *

0

Total Active Clients
50

Please resolve the section below is

Bed Utilization

Bed Utilization
76.9%

Explain Low (below 65%)

Household Type	Households With Children	Households Without Children	Missing
Full Name	Number of Clients	Number of Clients	Number of Clients
Project 1	30	20	1
Project 2	15	10	

Active Clients Tables

RRH projects: Use to complete the Year-Round/Seasonal beds and units in the Current Inventory section of the HIC Form

Households with at least One Adult and One Child

Cribs are not reported as part of the bed inventory.

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

Year-Round/Seasonal Beds *

Year-Round/Seasonal Units *

This is often the number of households that can be served by the project at one time.

Overflow Beds *

Overflow beds are available on an adhoc or temporary basis during the year in response to demand that exceeds planned (year round or seasonal) bed capacity.

Enter the overflow beds that were available on the night of the count. If there is no fixed number of overflow beds, enter the number of overflow beds that were occupied on the night of the HIC.

Veteran Beds *

In order for a bed to be dedicated to veterans, the bed must be filled by a veteran client or their household members unless there are no such households in the geographic area.

Households without Children

Year-Round/Seasonal Beds *

Availability Start Date

The date on which the in

	A	B	C	D	E
1	Household Type	Households With Children	Households With Children	Households Without Children	Households Without Children
2	Full Name	Number of Clients	Number of Households	Number of Clients	Number of Households
3	RRH Project 1	18	6	3	2
4	RRH Project 2	10	3		
5	RRH Project 3	2	1	1	1
6	RRH Project 4			6	5
7	RRH Project 5			3	3
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Client Details Tables

- The following reports will serve as the Sheltered PIT submission for the project types listed. Submit reports in CSV format to your Dropbox.
 - ES Entry/Exit, SH, and TH Client Details – Emergency Shelter Entry/Exit and Transitional Housing Projects
 - ES Night-by-Night Client Details - Emergency Shelter Night-by-Night projects
 - SSVF EHA Client Details – SSVF EHA projects
 - HOPWA STSH Client Details – HOPWA STSH projects

Submission Documents

Projects Participating in HMIS

HIC Form

Client Details report for ES/TH projects (CSV format)

Projects Not Participating in HMIS

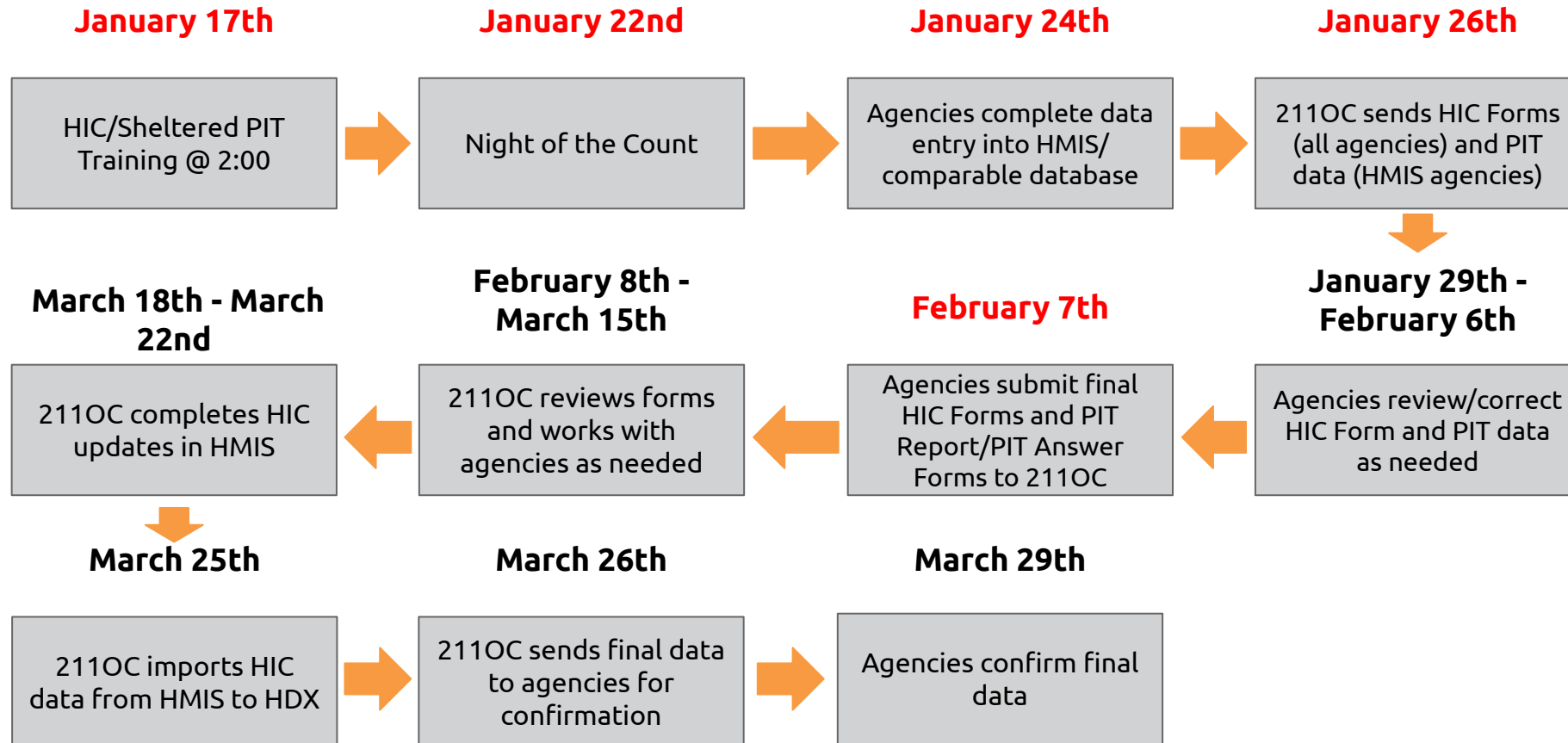
HIC Form

PIT Answer Form for ES/TH projects

HIC Client Forms for PSH/OPH/RRH projects

Details reports, PIT Answer Forms, and HIC Client Forms must be submitted to the agency's [Dropbox](#). The agency should submit a ticket to the [HMIS Help Desk](#) once the documents are submitted. The submit button must be pushed for all HIC Forms.

2024 HIC and Sheltered PIT Timeline



Action Items

- Run the [Agency Set Up Dashboard](#) to review for accuracy
- Complete data entry and data clean-up in HMIS
- Set-up new agencies and projects as needed
- Close projects that are no longer active

Agency Set Up Dashboard

- HUD Is requiring final bed inventories to be updated in HMIS prior to HIC/Sheltered PIT submission.
- Use the Agency Set-Up Review Dashboard to review and ensure accuracy for the following data
 - Bed Inventory
 - Funding Sources
 - Program Descriptor

To access, go to Reports > Data Analysis > Orange County Clarity System Reports > Agency Management > Agency Set-Up Review

The screenshot shows a web interface with a dark header containing 'REPORT LIBRARY', 'EXPLORE', and 'DATA ANALYSIS'. Below the header, there are two sections: 'Built In Reports' with a dropdown for '11 report(s)' and 'Orange County Clarity System Reports' with a dropdown for '139 report(s)'. The 'Orange County Clarity System Reports' section is expanded to show a list of reports. Each report has a 'RUN' button next to it. The 'Agency Set-Up Review' report is highlighted with a yellow background and a 'RUN' button that is also highlighted.

Report Name	Action
Annual Assessment Due	RUN
Clients with Verbal Consent ROI Records	RUN
County Monthly Emergency Shelter Report: Entry/Exit Projects	RUN
County Monthly Emergency Shelter Report: Night-by-Night Projects	RUN
FEMA/NCS Unit Address Data Quality Details	RUN
FEMA/NCS Unit Address Data Quality Summary	RUN
HEAP Details Report	RUN
HEAP Total Served Unduplicated	RUN
Street Outreach and Emergency Shelter Institutional Data Clean Up	RUN
Agency Management	
Agency Set-Up Review	RUN
Minimum Participation Requirements	RUN
Minimum Participation Requirements - Family CES	RUN
Minimum Participation Requirements - Individual CES	RUN
Bed Reservation	
FCES Bed Reservation Available Housing Opportunities	RUN
FCES Data Entry: Needs Bed Reservation Assistance Service	RUN
FCES Eligibility Status for Clients on the Bed Reservation CQ	RUN

Agency Set-Up Reports - Program Descriptor Data

Program Descriptor Data													
Agency Name	Project Name	Project Type Code	Target Population	Geocode	Site Name	Address	City	ZIP Code	State	Housing Type	Is HMIS Participating Project	Operating Start Date	Operating End Date
A Springfield ...	Linda's Test	Emergency S...	Not Applicable	069059	Springfield A...	742 Evergree...	Springfield	92705	CA	Site-based - ...	Yes	2020-10-01	∅
A Springfield ...	Short Term S...	Emergency S...	Persons with...	564545	Springfield A...	742 Evergree...	Springfield	92705	CA	Site-based - ...	No	2018-08-10	∅
A Springfield ...	HOPWA Spr...	PH - Perman...	Persons with...	1111	Springfield A...	742 Evergree...	Springfield	92705	CA	Site-based - ...	Yes	2018-07-31	∅
A Springfield ...	Evergreen Str...	Street Outrea...	Not Applicable	16168461	Springfield A...	742 Evergree...	Springfield	92705	CA	∅	Yes	2018-06-05	∅
A Springfield ...	Springfield P...	PH - Perman...	Not Applicable	554546	Springfield A...	742 Evergree...	Springfield	92705	CA	Tenant-base...	Yes	2018-06-01	∅
A Springfield ...	Springfield R...	Services Only	Not Applicable	063342	Springfield A...	742 Evergree...	Springfield	92705	CA	∅	Yes	2018-05-18	∅
A Springfield ...	Springfield H...	Emergency S...	Not Applicable	063342	Springfield A...	742 Evergree...	Springfield	92705	CA	Site-based - ...	No	2018-05-17	2021-05-20

- This section of the report has various data elements such as the location of your agency's program, project type and operating start date. It is recommended that your agency examines the following data elements regarding your program.
- Operating Start Date is the first day on which a project provided (or will provide) services and/or housing.

Agency Set-Up Reports - Bed Inventory

Bed Inventory															
Agency Name	Project Name	Bed Type	Availability	Household Type	Inventory Start Date	Inventory End Date	Total Bed Inventory	Total Unit Inventory	Non-Dedicated Beds	Veteran Beds	Youth Beds	Youth Veteran Beds	Chronically Homeless Beds	Chronically Homeless Youth Beds	Chronically Homeless Veteran Beds
A Springfi...	Springfield...	Ø	Ø	Household...	2019-01-01	Ø	30	15	30	0	0	0	0	0	0
A Springfi...	HOPWA S...	Ø	Ø	Household...	2019-01-01	Ø	30	15	30	0	0	0	0	0	0
A Springfi...	Springfield...	Ø	Ø	Household...	2018-03-22	Ø	27	27	27	0	0	0	0	0	0

- Household Type is the household type (at project entry) served by beds and units in a given inventory record.
- Projects that serve more than one household type must have separate records of inventory for each household type.
- The bed inventory can change throughout the year or as your agency receives more funding. It is important to update your bed inventory in HMIS as needed.

Agency Set-Up Reports - Funding Sources

Funding Sources										
Agency Name	Project Name	Amount	Funding Source	Non Federal Funding Source	Funding Source Start Date	Funding Source End Date	Grant Amount	Grant Identifier	Grant Start Date	Grant End Date
A Springfield Agen...	Linda's Test	\$1.00	Local or Other Fu...	City of Santa Ana	2020-10-01	∅	\$1.00	Linda 2020	2020-10-01	∅
A Springfield Agen...	Short Term Suppo...	∅	HUD:HOPWA – S...	∅	2018-08-10	∅	\$0.00	123456789	2018-08-10	∅
A Springfield Agen...	HOPWA Springfield	∅	HUD:HOPWA – P...	∅	2018-07-31	∅	\$0.00	65156	2018-07-31	∅
A Springfield Agen...	Evergreen Street ...	∅	HUD:ESG – Street...	∅	2018-06-05	∅	\$0.00	54616	2018-06-05	∅
A Springfield Agen...	Springfield PHS P...	∅	HUD:CoC – Perm...	∅	2018-06-01	∅	\$0.00	5454	2018-06-01	∅
A Springfield Agen...	Springfield RRH P...	\$450,000.00	Local or Other Fu...	Private	2018-05-18	∅	\$450,000.00	15151515	2018-05-18	∅
A Springfield Agen...	Springfield Homel...	∅	VA:Supportive Ser...	∅	2018-05-17	∅	\$0.00	010101	2018-05-17	∅

- This section of the report has various data elements regarding the funding for your agency's program.
- There can be multiple funding sources for a program. It is important to keep the funding source end date and grant end date in mind so you can submit new funding to HMIS when they expire.

HIC/Sheltered PIT Resources

- [2024 HIC and Sheltered PIT](#)
- [Filling Out the HIC 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

Office Hours: Jan 31st at 11am

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**Thank you
Have a great day!**

JOURNEY 100





Throughout 2024, Orange County United Way is celebrating 100 years of impact in our community. We invite you to join us on our year-long Journey to 100 centennial celebration as we prepare for another century of caring for each other The OC Way. Learn more and see how you can get involved.

UnitedWayOC.org/Journey-to-100