



**Get Connected. Get Help.™**

# 2025 HIC and Sheltered PIT



# 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 2025 HIC and Sheltered PIT Knowledge Base (KB) 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.

# Agenda

- HIC/Sheltered PIT Overview
- HIC Data Collection & Demo
- Sheltered PIT Data Collection
- HMIS HIC/Sheltered PIT Reports and Action Items
- Q & A

# HIC and Sheltered PIT Overview

## HIC Project Types

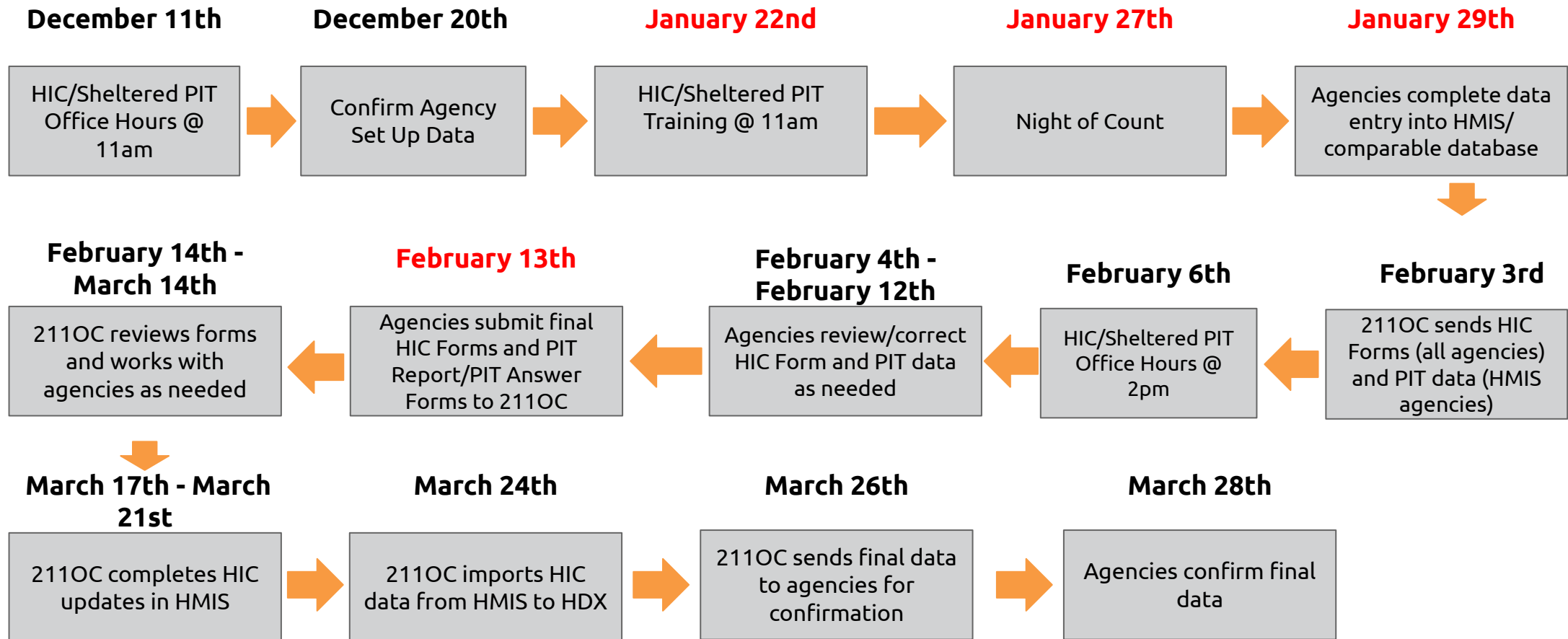
Emergency Shelter  
Transitional Housing  
Rapid Re-Housing  
Permanent Supportive Housing  
Other Permanent Housing

## Sheltered PIT Project Types

Emergency Shelter  
Transitional Housing

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

# 2025 HIC and Sheltered PIT Timeline



# 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

# HIC Form - Project Information

## 2025 HIC Form

This form must be completed for each Emergency Shelter, Transitional Housing, Rapid Re-Housing, Permanent Supportive Housing, or Other Permanent Housing project at your agency that targets homeless clients and either had beds available on the night of the HIC/Sheltered PIT or is expecting beds to become available within the next year.

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.

Review the [2024 HIC and Sheltered PIT](#) article for resources to assist with completing this form. To review the HIC data submitted by your agency last year, review the [2024 HIC](#).

### Project Information

#### Agency Name \*

Agency A

#### Project Name \*

Emergency Shelter A

Project Name should match the Project Name in HMIS, or the previous year's HIC if the project does not participate in HMIS.

#### Project Type \*

Emergency Shelter

Project Type should match the Project Type in HMIS, or the previous year's HIC if the project does not participate in HMIS.

#### Participation Status \*

- HMIS Participating
- Comparable Database Participating
- Not Participating

#### Federal Funding Sources (choose all that apply) \*

- CoC - Continuum of Care Program
- ESG - Emergency Solutions Grants Program
- ESG-CV - Emergency Solutions Grants CARES Act
- YHDP - Youth Homeless Demonstration Program
- GPD - VA: Grant and Per Diem Program
- HCHV CRS: EH - VA: CRS Contract Residential Services
- HCHV/SH - VA Community Contract Safe Haven Program
- HHS: RHY Basic Center Program (BCP)
- HHS: RHY Demonstration Project
- HHS: RHY Maternity Group Homes for Pregnant and Parenting Youth (MGH)
- HHS: RHY Transitional Living Program (TLP)
- HUD: HOME
- HUD: HOME (ARP)
- HUD: HOPWA - CV
- HUD: HOPWA - Hotel/Motel Vouchers
- HUD: HOPWA - Permanent Housing Placement (facility based or TBRA)
- HUD: HOPWA - Short-Term Supportive Facility
- HUD: HOPWA - Transitional Housing (facility-based or TBRA)
- HUD: PIH (Emergency Housing Voucher)
- PIH - HUD Public and Indian Housing programs (non-VASH), including public housing and housing choice voucher inventory that is dedicated to homeless persons
- SSVF - VA: Supportive Services for Veteran Families Program
- VASH - HUD: HUD/VA Supportive Housing
- Other Federal Funding
- No Federal Funding Source

#### Target Population \*

N/A

A population is considered a "target population" if the project is designed to serve that population and at least three-fourths (75 percent) of the clients served by the project fit that description.

#### Bed Type (ES only) \*

Facility-Based

Facility-based: Beds (including cots or mats) 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.

#### Housing Type \*

Site-based - single site

Site-based - single site: All clients are housed in a single project facility.

Site-based - clustered / multiple sites: All clients are housed in more than one project facility, but more than one client is housed in each project facility. The facility locations are owned, operated, or sponsored by the project.

Tenant-based - scattered-site: Clients have leases or other occupancy agreements and are housed in market-rate, scattered-site residences.

#### Location Name \*

Emergency Shelter - Homekey

#### Location Address \*

112234 Beach Blvd

Address should reflect the location of the project's principal site or, for multiple site projects, the location in which the majority of the project's clients are housed (where the majority of beds/units are located).

#### Location City \*

Huntington Beach

City should reflect the location of the project's principal site or, for multiple site projects, the location in which the majority of the project's clients are housed (where the majority of beds/units are located).

#### Location State \*

CA

#### Location Zip Code \*

92647

Zip Code should reflect the location of the project's principal site or the location in which the majority of the project's clients are housed (where the majority of beds/units are located).

#### Geocode \*

HUNTINGTON BEACH 061692

Zip Code should reflect the location of the project's principal site or the location in which the majority of the project's clients are housed (where the majority of beds/units are located). If the location is not listed, select the Orange County geocode.

The city where the Zip Code is located and the Geocode must match.

**Please resolve the following issues before continuing. If the section below is blank, there are no errors to resolve.**



# 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

Beds and units reported as current inventory are able to be occupied by clients as of the night of the HIC/PIT. All beds reported must be dedicated to serve homeless clients or clients who were homeless at project entry.

Beds and units reported for all project types except Rapid Re-Housing should remain the same as the previous year unless units or vouchers were added or removed from the project.

#### Bed and Unit Availability (ES Projects Only) \*

Year-Round

Seasonal beds are 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.

#### 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 multiple 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 \*

#### 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.

#### Households without Children

<b>Year-Round/Seasonal Beds *</b>	<b>Availability Start Date *</b>
<input type="text" value="25"/>	<input type="text" value="1/1/2024"/>

The date on which the inventory became available. If the project capacity has not changed since funding began, this would reflect the Contract Start Date. If there was a change in capacity during the operation of the project, this date would reflect the date the change occurred.

<b>Overflow Beds *</b>	<b>Veteran Beds *</b>	<b>Youth Beds *</b>
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Overflow beds are available on an adhoc or temporary basis during

In order for a bed to be dedicated to veterans, the bed must be

In order for a bed to be dedicated to youth, the bed must be filled



# 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 2025 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 2025 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 2025 HIC and Sheltered PIT Data Dashboard

## 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 \*

Clients in Households without Children \*

23

Clients in Households with only Children \*

Total Active Clients

23

**Please resolve the following issues with this inventory before continuing. If the section below is blank, there are no errors to resolve.**

### Bed Utilization

Bed Utilization

28.7%

Explain Low (below 65%) or High (above 105%) Utilization \*

# 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.

# 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

## 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 \*

Clients in Households without Children \*

23

Clients in Households with only Children \*

Total Active Clients

23

**Please resolve the following issues with this inventory before continuing. If the section below is blank, there are no errors to resolve.**

## Bed Utilization

Bed Utilization

28.7%

Explain Low (below 65%) or High (above 105%) Utilization \*

# 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

## Under Development Bed Inventory

Beds and units reported as under development cannot be occupied by clients on the night of the HIC/PIT, but are expected to become available within the next 12 months. All beds reported must be dedicated to serve homeless clients or clients who were homeless at project entry.

### Bed and Unit Availability (ES Projects Only) \*

Seasonal beds are 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.

### 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 multiple their average family size by the number of units to determine bed count. Review the [Average Family Size](#) kb for more details.

### Year-Round/Seasonal

#### Beds \*

#### 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.

### Households without Children

#### Year-Round/Seasonal Beds \*

#### Overflow Beds \*



# 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

**Rapid Re-Housing Maximum Capacity**

Report the maximum number of clients in each household type that the project can house on a given night.

Number of Clients in Households with at least One Adult and One Child *	Number of Households with at least One Adult and One Child *	Number of Clients in Households without Children *	Number of Clients in Households with only Children *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Total Maximum Capacity**

This field should represent a number close to the number of households expected to be served by the project's contract. If this number seems incorrect, adjust the number of beds reported for each household type.

# 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 2025 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 \*

Submit to OC HMIS Help Desk

Save

# 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/\\_2025HICForm#ZkOOKZ6cz45zll](https://www.cognitoforms.com/_211OC/_2025HICForm#ZkOOKZ6cz45zll)

**Email me my link:**

2025 HIC Form Save & Resume Link

 211OC <notifications@cognitoforms.com>  
To: OCHMISREPORTS;

[↶](#) [↷](#) [→](#) [⋮](#)

 If there are problems with how this message is displayed, click here to view it in a web browser.

**211OC**  
2025 HIC Form

Your progress on the 2025 HIC Form for Emergency Shelter A has been saved.

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

# 2025 HIC Form Demo

**2.1.1**

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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 2025 Housing Inventory Count - PH Client Information

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

### Client Identifying 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 (Select Response)2	Gender if different identity is selected, please enter in gender identiy shared	Age	Race/Ethnicity (Select Responses)	Race/Ethnicity (Select Responses)2	Race/Ethnicity (Select Responses)3	Housing Move-In Date	Household Type	Number of Persons in Household	Age of Head of Household	Head of Household (Y/N)	Relationship to Head of Household (HoH) (Select Response)	
	<small>If your client's first name is Sarah, enter "Sa"</small>	<small>If your client's last name is Gomez, enter "Go"</small>	<small>A client may select multiple genders. Use the second gender column to report additional gender selections as needed.</small>	<small>A client may select multiple race/ethnicity. Use the second race/ethnicity column to report additional race/ethnicity selections as needed.</small>	<small>A client may select multiple race/ethnicity. Use the second race/ethnicity column to report additional race/ethnicity selections as needed.</small>	<small>A client may select multiple race/ethnicity. Use the second race/ethnicity column to report additional race/ethnicity selections as needed.</small>	<small>This field reflects the date that the household was placed in a permanent housing unit during the enrollment.</small>	<small>If a household has 1 person age 18 or older in it, each household member should have the number 1 in this column.</small>	<small>Select the appropriate relationship to the head of household for each person in the household. For heads of household, select "Self."</small>	<small># of persons age 18 and older</small>	<small>Head of Household(Y/N)</small>	<small>Relationship to Head of Household (HoH) (Select Response)</small>				
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	Woman (Girl if child)	Different Identity		31	White	Native Hawaiian or Pacific Islander	Hispanic/Latin(a)(o)(x)	12/17/2021	A	2	1	1	Yes	Self
	Sa	Fa	Woman (Girl if child)			14	White	Native Hawaiian or Pacific Islander	Hispanic/Latin(a)(o)(x)	12/17/2021	A	2	1	1	No	Hoh's child
	Ju	Bo	Man (Boy if child)			32	Multiple Races	Non-Hispanic/Non-Latin(a)(o)(x)		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 2025 Point In Time - Sheltered Count

Agency Name						Project Name								
Name						Project Type (Select)								
Phone Number						# of beds occupied								
Email						# of beds available								
Client Identifying Information						[Threaded comment]								
First Two Initials of First Name	First Two Initials of Last Name	Gender (Select Response)	Gender (Select Response)2	Age	Race and Ethnicity (Select Response)2	Race and Ethnicity (Select Response)3	Household Information		# of Persons in Household	# of persons under age 18	# of persons age 18 and over	Head of Household?	Relationship to Head of Household (Select Response)	
En	Fa	Woman (Girl if child)		31	White		Other	Germany	A	2	1	1	Yes	Self
Sa	Fa	Man (Boy if child)		14	White		California - CA		A	2	1	1	No	Hoh's child
Ju	Bo	Woman (Girl if child)		32	Hispanic/Latina/e/o	Black, African American, or African	Alaska - AK		B	1	0	1	Yes	Self

Hover over cells colored in yellow or where noted for more information about the column!

If your client's first name is Sarah, enter "Sa"

If your client's last name is Gomez, enter "Go"

A client may select multiple genders. Use the second gender column to report additional gender selections as needed.

Your version of Excel allows you to read this threaded comment; however, any edits to it will get lost.

DV Providers may enter age ranges if they are not comfortable entering exact age. Age ranges:  
 0 - 17  
 18 - 24  
 25 - 34  
 35 - 44  
 45 - 54  
 55 - 64  
 65+

A household is one or more individuals who share a common living arrangement. Enter the total number of people age 18 or older in the household. Each household member should have the same number in this column. If a household has 1 person age 18 or older in it, enter the number 1 in this column.

If your project is serving more than 26 households on the night of the count, members should have the same Household ID.

Indicate whether the client is the head of household or not.

Select the appropriate relationship to the head of household for each person in the household. For the person who is the head of household, select "Self."



# PIT Answer Form

Chronic Homelessness Status			Disability Information					Subpopulations			Local Data		
Have You Been Living in a Shelter and/or on the Streets for One Year or Longer (Y/N)	Have You experienced homelessness at Least 4 Separate Times in the Last 3 Years Including Now? (Y/N)	If Yes, was Combined Time 12 Months or More? (Y/N)	Serious Mental Illness or Emotional Impairment	Physical Disability	Substance Use Disorder	Developmental Disability	Diagnosed with AIDS or tested positive for HIV	Have you served in the United States Armed Forces? (Y/N)	Were you called into active duty as National Guard or Reservist? (Y/N)	Are you currently experiencing homelessness because you are fleeing domestic violence, dating violence, sexual assault, human trafficking or stalking? (Y/N)	Employment Status (Select Response)	Prior to entering the program, what city were you living in? (Select Response)	In which city were you staying on the night of the PIT (1/22/24)? (Select Response)
Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes	Disabled	Dana Point	Santa Ana
Yes	No	No										Dana Point	Santa Ana
No	No	No	No	No	No	No	No	Yes	No	No	Part-Time	Westminster	Anaheim

# 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

A	B	C	L	M	N	O	P	Q
	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	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	A	2	1	1	Yes	Self
	Sa	Fa	A	2	1	1	No	Hoh's child
	Ju	Bo	B	1	0	1	Yes	Self

# HMIS HIC and Sheltered PIT Reports

The following reports will support with your agency's 2025 HIC and Sheltered PIT review

To access, go to Reports > Data Analysis > Orange County Clarity System Reports > HIC/PIT

The screenshot shows the 'DATA ANALYSIS' section of a web application. At the top, there are navigation tabs: 'REPORT LIBRARY', 'EXPLORE', and 'DATA ANALYSIS' (which is highlighted with an orange box). Below this, the 'DATA ANALYSIS' header is displayed. The main content area is divided into two sections: 'Built In Reports' (12 report(s) with a dropdown arrow) and 'Orange County Clarity System Reports' (147 report(s) with an upward arrow). The 'Orange County Clarity System Reports' section is highlighted with an orange box. Underneath, there is a sub-section 'HIC/PIT' (also highlighted with an orange box). This section contains a list of reports, each with a 'RUN' button:

- 2025 HIC - Count of Persons by Household Type (RRH, PSH, OPH)
- 2025 HIC - Count of Persons by Household Type (TH, ES (Entry/Exit))
- 2025 HIC and Sheltered PIT Data Dashboard
- Average Family Size Data
- RRH - Number of Enrollments and Households in a Given Week

# 2025 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

# 2025 HIC and Sheltered PIT Data Dashboard

## 2025 HIC and Sheltered PIT Data Dashboard

Agency Name

Project Name

🔄 ☰ ⋮

### PSH, OPH, and RRH Active Clients

Full Name	Household Type	Number of Clients	Number of Households
	Households Without Children	663	517
	Households Without Children	496	461
	Households With Children	248	62
	Households With Children	235	64

### PSH, OPH, and RRH Client Details

Agency Name	Full Name	Project Type Code	Unique Identifier	Enrollment ID	Household ID	First Name	Last Name

### SSVF EHA Active Clients

No results

### SSVF EHA Client Details

Agency Name	Full Name	Project Type Code	Enrollment ID	Unique Identifier	First Name	Last Name	Gender
No Results							

# 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



# 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 displays the 'DATA ANALYSIS' section of a web application. At the top, there are navigation tabs: 'REPORT LIBRARY', 'EXPLORE', and 'DATA ANALYSIS' (which is highlighted with an orange box). Below this, the 'DATA ANALYSIS' header is shown. The main content area is divided into two sections: 'Built In Reports' (12 report(s) with a dropdown arrow) and 'Orange County Clarity System Reports' (147 report(s) with an upward arrow). The 'Orange County Clarity System Reports' section is highlighted with an orange box. Underneath, there are two sub-sections: 'Home' and 'Agency Management' (also highlighted with an orange box). The 'Agency Management' section contains a list of reports, each with a 'RUN' button. The 'Agency Set-Up Review' report is highlighted with an orange box around its 'RUN' button. Other reports listed include 'Annual Assessment Due', 'Clients with Verbal Consent ROI Records', 'County Monthly Emergency Shelter Report: Entry/Exit Projects', 'County Monthly Emergency Shelter Report: Night-by-Night Projects', 'FEMA/NCS Unit Address Data Quality Details', 'FEMA/NCS Unit Address Data Quality Summary', 'HEAP Details Report', 'HEAP Total Served Unduplicated', and 'Street Outreach and Emergency Shelter Institutional Data Clean Up'.

# 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.

# Average Family Size Data

In some cases, the agency does not have a set number of beds that are available in each unit because the unit can be configured to accommodate different family sizes. In these cases, agencies can use the average size of the families in their project to determine the number of beds for households with children that should be reported on the HIC Form.

- Filters:
- Enrollment Reporting Period Filter
  - Agency Name
  - Project Type Code

Programs Full Name ↑	Clients Number of Clients	Entry Screen Count Households ↓	Average Family Size
Erin's Agency - CFCOC ES Test	4	2	2
Erin's Agency - Erin's PSH Project	2	1	2
Erin's Agency - Erin's Transitional Housing	3	1	3
Erin's Agency - ESG Emergency Shelter	2	1	2
Erin's Agency - Family Shelter	4	1	4



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

## For Rapid Re-Housing Projects

- To determine project's maximum capacity.
- Run report for one project for the previous year and find the week during the year when the project has the most active enrollments
- Then, run the County by Persons by Household Type report for a date during that week to determine the RRH project's maximum capacity.

RRH - Number of Enrollments and Households in a Given Week Save Look 53 rows - 40.49s - just now Run

**Filters**

- Population Report Range Conditionally Required: is in range 2024/01/01 until (before) 2025/01/01 +
- Programs Full Name: is [ ] + ×
- Programs Project Type Code: is PH - Rapid Re-Housing + ×
- Programs RRH Subtype: is RRH: Housing with or with... + ×

+ Filter

+ New group + Custom expression

**Visualization**

**Data** **Results** **SQL** Add calculation Row Limit 500  Totals  Subtotals

Programs Full Name	Population Observation Week	Enrollments Count ↓	Number of Households
	2024-04-29	18	18
	2024-01-01	18	18
	2024-03-11	18	18
	2024-04-15	18	18
	2024-05-20	18	18
	2024-02-26	18	18
	2024-04-01	18	18
	2024-05-06	18	18
	2024-01-08	18	18
	2024-03-18	18	18
	2024-04-22	18	18

# 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.

# 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
- Update Funding Source and Bed Inventory as needed
- Close projects that are no longer active



# HIC/Sheltered PIT Resources

- [2025 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:  
Feb 6th at 2pm**

**Reminder: Please enter your agency name in the chat box for attendance**



**Thank you**  
**Have a great day!**



**United  
Way**



**Orange County United Way**