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2025 HIC and Sheltered PIT Office Hours

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.
 - For questions that may need additional research, we will follow up through our ticketing system.

HIC and Sheltered PIT Overview

HIC Project Types

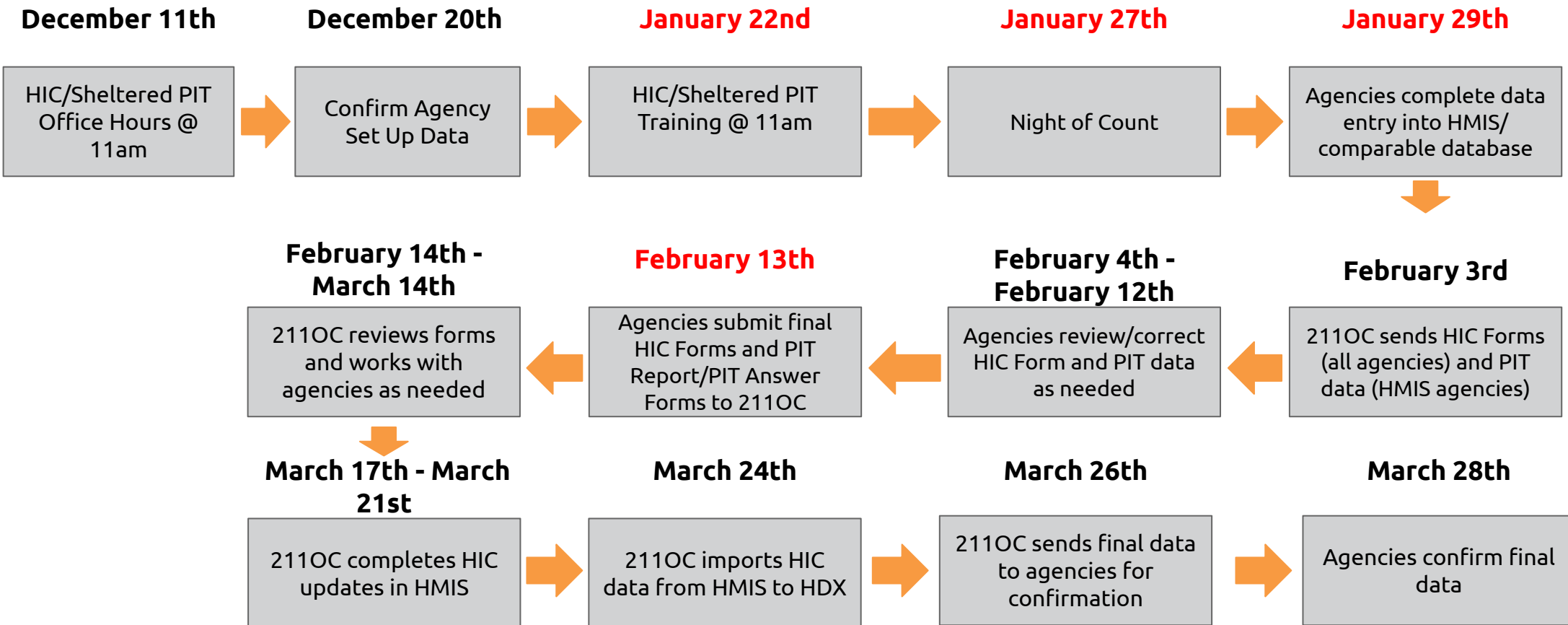
Emergency Shelter
Transitional Housing
Rapid Re-Housing (Housing with services)
Permanent Supportive Housing
Other Permanent Housing

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



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
 - Program Descriptor
 - Funding Sources
 - Bed Inventory

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

The screenshot displays a web interface for report management. At the top, there are navigation tabs: 'REPORT LIBRARY', 'EXPLORE', and 'DATA ANALYSIS'. Below this, the page is organized into sections. The 'Built In Reports' section shows 11 reports. The 'Orange County Clarity System Reports' section is highlighted in yellow and shows 139 reports. Under this section, there are three sub-sections: 'Home', 'Agency Management', and 'Bed Reservation'. Each sub-section contains a list of reports, each with a 'RUN' button. The 'Agency Set-Up Review' report under 'Agency Management' is highlighted in yellow.

Section	Report Name	Action
Home	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
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 - 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.

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.

HIC Form

- HIC forms are used to verify and record project-related data required for the HIC and Sheltered PIT.
- The first week of February, each agency will receive a HIC Form for each of their agency's projects with information from HMIS or the last HIC.
- Project Descriptor information has been sent to each agency in advance for review .

Reviewing the HIC Form

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.

Federal Funding Sources (choose all that apply) *

- COL - 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)

Participation Status *

- HMIS Participating
- Comparable Database Participating
- Not Participating
- 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.

2.1.1

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United Way
Orange County United Way

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 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 *

0

Overflow Beds *

0

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 *

25

Availability Start Date *

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.

Overflow Beds *

0

Veteran Beds *

0

Youth Beds *

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

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

Bed Utilization

Bed Utilization

87.7%

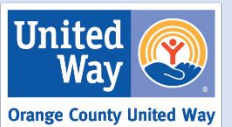
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2025 HIC Form Demo



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

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 (Select Response)2	Gender if different identity is selected, please enter in gender identy shared	Age	Race (Select Responses)	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)
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)			31	White	Hispanic/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	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

2.1.1

Orange County Continuum of Care 2025 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

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 (Select Response)2	Age	Race and Ethnicity (Select Response)	Race and Ethnicity (Select Response)2	Race and Ethnicity (Select Response)3	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)
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

2.1.1

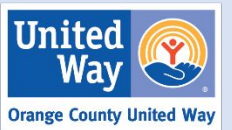
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Action Items

- 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
- Update Funding Source and Bed Inventory as needed

Q&A



**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