

Housing Inventory Count and Point in Time Data Collection Changes & Requirements for 2017

(1) Important Changes to HIC and PIT Requirements for 2017

The following changes originate from the Notice for Housing Inventory Count (HIC) and Point-in-Time (PIT) Data Collection for Continuum of Care (CoC) Program and the Emergency Solutions Grants (ESG) Program issued on August 8, 2016. For further details and comprehensive guidance for the 2017 HIC and PIT please see:

<https://www.hudexchange.info/resources/documents/Notice-CPD-16-060-2017-HIC-PIT-Data-Collection-Notice.pdf>

HIC Changes

- A. HUD removed the DEM project type, associated with projects funded under HUD's Rapid Rehousing Demonstration Program, because this designation is no longer necessary.
- B. HUD has revised the data collection field for CoCs to indicate whether a project was funded through McKinney-Vento funding as well as other federal funding sources. The funding is now aligned with HMIS Project Descriptor Data Element 2.6, Federal Partner Funding Source.
- C. The Department of Veterans Affairs (VA) designates a limited number of its Grant and Per Diem (GPD) projects as "Transition in Place" (TIP) projects. For 2017, the VA has clarified that CoCs should report the beds and units associated with the GPD TIP projects under the "Other Permanent Housing" (OPH) project type. Because the GPD TIP beds and units are reported under the OPH project type, persons in those beds and units will not be included in the COCs sheltered PIT count.
- D. HUD has clarified that when reporting beds dedicated for youth, CoCs should also include beds dedicated for members of a youth headed household (i.e., the children of parenting youth).
- E. HUD is renaming and expanding the scattered site field in the organization and project information section to require CoCs to indicate whether the project is:
 - a. Site-based – single site
 - b. Site-based – clustered / multiple sites
 - c. Tenant-based

The new field name will be "Housing Type." CoCs are required to enter an address for all projects that are site-based. If a site-based project has multiple sites, the CoC should enter the address for the site where most beds and units are located. For tenant-based – scattered site projects, CoCs will be required to enter the zip code where most beds and units are located. HUD is removing the TH Unit Type question because it would be redundant with the information reported in the Housing Type field.

PIT Changes

- A. For HUD convened a team of experts regarding the most appropriate ways to collect data on gender identity. As a result, HUD is expanding the gender identity options in the PIT count to include an additional gender option – “Don’t identify as male, female, or transgender.”
- B. COCs HUD is requiring CoCs to report persons experiencing chronic homelessness by household type – persons in households with at least one adult and one child, persons in households without children, and persons in households with only children. For this reason, HUD will not require CoCs to report persons who are experiencing chronic homelessness under the subpopulations section of HDX.
- C. HUD is clarifying that when reporting on any chronically homeless households – whether or not there are children – if one member of the household qualifies as chronically homeless, then all persons in the household should be counted as chronically homeless.

(2) PEOPLE WHO MUST BE INCLUDED IN THE PIT

Sheltered Count:

CoCs should include all individuals or families who meet the criteria described in paragraph (1)(ii) of the homeless definition in 24 CFR 578.3.

The definition includes individuals and families ***“living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters), transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals”*** on the night designated for the count. This also includes people residing in in Safe Haven projects.

REMINDER: Rapid Re-housing (RRH) is considered permanent housing. However, homeless households currently residing on the street, in an emergency shelter, transitional housing, or Safe Haven, but are also enrolled in a RRH program and awaiting placement should be counted where they resided on the night of the count. RRH assisted households who are still unsheltered on the night of the count should be included as part of the unsheltered count.

Unsheltered Count:

CoCs should include all individuals or families who meet the criteria in paragraph (1)(i) of the homeless definition in 24 CFR 578.3. This includes individuals and families ***“with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground”*** on the night designated for the count.

(3) PEOPLE WHO MUST NOT BE INCLUDED IN THE PIT

Persons residing in the following settings on the night of the count are prohibited from being included in the sheltered or unsheltered PIT count:

- A. Persons residing in Permanent Supportive Housing (PSH) programs, including persons housed using HUD Veterans Affairs Supportive Housing (VASH) vouchers.
- B. Persons residing in RRHD projects, funded in the FY2008 CoC Competition.
- C. Persons residing in Other Permanent Housing (OPH), including persons in a GPD Transition in Place (TIP) project on the night of the count.
- D. Persons counted in any location not listed on the HIC (e.g., staying in projects with beds/units not dedicated for persons who are homeless).
- E. Persons temporarily staying with family or friends (i.e., “doubled-up” or “couch surfing”).
- F. Persons residing in housing they rent or own (i.e., permanent housing), including persons residing in rental housing with assistance from a RRH project on the night of the count.
- G. Persons residing in institutions (e.g., jails, juvenile correction facilities, foster care, hospital beds, detox centers).

(4) THE TIMING OF THE POINT IN TIME COUNT

In order to ensure that the same number of persons are reported on the Housing Inventory Chart (HIC) and the Point in Time (PIT), both counts must be conducted during the same period. HUD requires that CoCs identify the date on which the count was conducted. However, the term “night” signifies a single period of time from sunset to sunrise – spanning two actual dates.

To clarify for CoCs when the count should occur, the set time a community conducts the count will vary, depending on what works best for that community, but must fall into the “night” of the count definition that begins at sunset on the date of the count and ends at sunrise on the following day. While the sun will set at 5:13 pm on January 25, 2017, people living on the streets will be more likely to be settled in their sleeping location later in the evening. Therefore, CoCs are asked to conduct the count after 11:00 pm in order to attain accuracy in surveying.

The January 2017 overnight Point in Time Count will be held on night of Wednesday, January 25th from sundown until the morning of Thursday, January 26th at sunrise.

For the sheltered count, include all persons who:

- (a) entered on or before the date of the count (January 25, 2017);
- (b) exited after the date of the count (January 26, 2017); and
- (c) have not yet exited.

For the unsheltered count, include all persons staying in a place not meant for human habitation during the prescribed PIT overnight hours (Jan. 25th at 11:00 pm to Jan. 26th at 6:00 am).

(5) POPULATION DATA – HOUSEHOLD TYPES

As in prior years, each COC must collect and report information on the demographic characteristics of all people reported as sheltered or unsheltered, including household type, age category, gender, race, and ethnicity.

A. Household Types

Each COC must provide demographic data for both sheltered and unsheltered persons according to the following three household types:

1. Persons in households with at least one adult and one child. This category includes households with one adult and at least one child under age 18.
2. Persons in households without children. This category includes single adults, adult couples with no children, and groups of adults (including adult parents with their adult children).
3. Persons in households with only children. This category includes persons under age 18, including children in one-child households, adolescent parents (under age 18) and their children, adolescent siblings, or other household configurations composed only of children.

B. Age

Each COC must report the total number of persons and households, by age category, for each household type, per below.

1. Persons in households with at least one adult and one child:
 - (a) The number of children under age 18;
 - (b) The number of young adults ages 18 to 24; and
 - (c) The number of adults over age 24.
2. Persons in households without children:
 - (a) The number of young adults ages 18 to 24; and
 - (b) The number of adults over age 24.

C. Race

Please note that an individual may identify with multiple race categories. For the purposes of reporting, people that identify with multiple race categories should only be counted under “multiple races” and should not be counted in each specific race category.

For example, Kristen indicated that she is “Black or African America” and “White.” For the PIT count, Kristen is only included in the count of persons who are “multiple races” and she is not included in the count of persons who are “Black or African American” or “White.”

D. Ethnicity

There are two options for ethnicity: Hispanic/Latino and Non-Hispanic/Non-Latino.

E. Gender

Beginning in 2017, HUD expanded the required gender categories that COCs must report on. In addition to male, female, and transgender, COCs are required to report on a new category – “Don’t identify as male, female, or transgender.” HUD anticipates releasing additional information on best practices for collecting gender identify information. In HMIS, COCs should use the category “other” to populate the “Don’t identify as male, female, or transgender” fields in HDX.

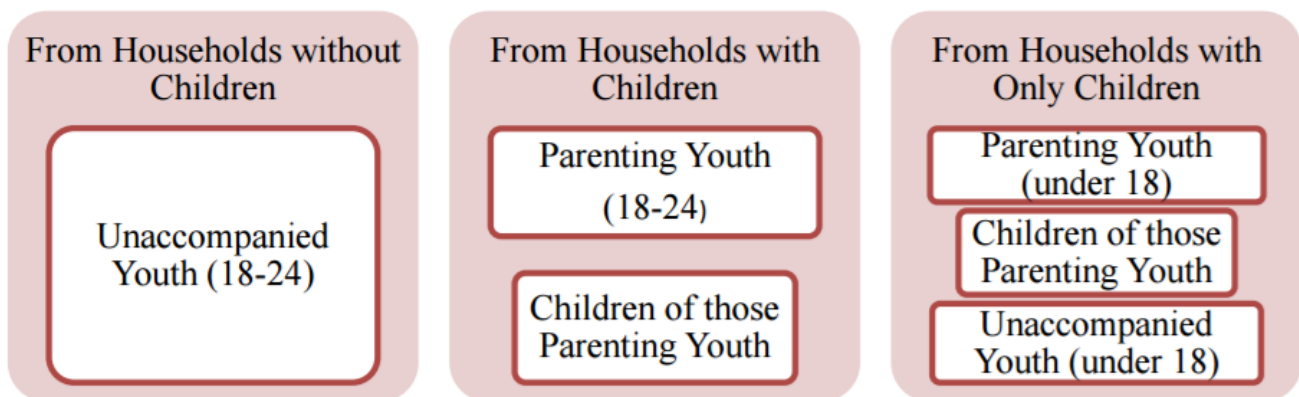
F. Veteran Households

Each COC must also collect and report data on veterans, including the total number of veteran households, the total number of veterans, the total number of persons in veteran households, and the gender, race, and ethnicity of veterans. A “veteran household” includes households with one or more veterans who might be presenting with other persons. Please note that data for the gender, race, and ethnicity of non-veterans in veteran households will only be reported under ‘All Households’ population data. COCs should not include veterans in VADOM facilities in their PIT count.

G. Youth Households

Each COC must report data on persons in Youth Households, including the gender, race, and ethnicity for parenting youth and unaccompanied youth.

1. **Parenting youth** are youth who identify as the parent or legal guardian of one or more children who are present with or sleeping in the same place as that youth parent, where there is no person over age 24 in the household.
 - Parenting youth are either a subset of households with children if the parenting youth is between 18-24, or households with only children if the parenting youth is under 18.
2. **Unaccompanied youth** are persons under age 25 who are not presenting or sleeping in the same place as their parent or legal guardian, including singles, youth couples, and groups of youth presenting as a household.
 - Unaccompanied youth are either a subset of households without children, if they are 18-24, or households with only children, if they are under 18.



Note: Veterans, parenting youth, and unaccompanied youth data are a subset of the “All Households” data and should still be included in the “All Households” data.

For 2017, COCs must also report the number of chronically homeless households and chronically homeless persons in each household type for “All Households,” “Veteran Households,” and “Youth Households” instead of reporting people experiencing chronic homelessness in the subpopulation section. Veteran and youth who are chronically homeless are also a subset of “All Households” and should still be included in the “All Households” data.

(6) SUBPOPULATION DATA

Each COC must collect and report counts of specific subpopulations among sheltered and unsheltered persons according to the chart below. Subpopulation data should be limited to adults, with the exception of persons in chronically homeless families. Reporting on the number of sheltered and unsheltered victims of domestic violence will continue to be optional.

For purposes of the PIT count, persons living in transitional housing at the time of the PIT count should not be counted as chronically homeless.

A chronically homeless household includes at least one adult or minor head of household who is identified as chronically homeless. For households of more than one person, when one household member qualifies as chronically homeless, all members of that household should be counted as chronically homeless.

- For example, if one adult in a two adult household is identified as chronically homeless, both adults should be counted as a chronically homeless person in the households without children category of the PIT count.

To ensure accurate data collection, HUD requires that each COC collect subpopulation data consistent with the definitions listed below and in compliance with HUD counting standards. This allows each COC and HUD to accurately measure progress against Opening Doors: Federal Strategic Plan to Prevent and End Homelessness.

For purposes of collecting data regarding disability status, each COC must be sure:

1. Volunteers administering the survey know that it is completely voluntary whether persons respond to questions about disability status, and
2. Persons being surveyed are informed prior to responding to any disability question that their response is voluntary and that their refusal to respond will not result in a denial of service.

No questions should be posed regarding the nature or severity of the person’s disability (e.g., medical and health information).

(7) KEY TERMS

These terms do not directly correspond to the program requirements of HUD funding streams and must only be used for the purposes of the HIC and PIT.

Adults – persons age 18 and older

Child – persons under age 18

Chronically Homeless Person – A person who:

- Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
- Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least four separate occasions in the last 3 years where the combined length of time homeless in those occasions is at least 12 months; and
- Has a disability

→Example: if one adult in a two adult households is identified as chronically homeless, both adults should be counted as a chronically homeless person in the household without children category of the PIT count.

Chronically Homeless Family – A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria for a chronically homeless person, including a family whose composition has fluctuated while the head of household has been homeless. A chronically homeless family must consist of at least one child under the age of 18.

→Example: if one adult in a two adult household with child is identified as chronically homeless, both adults and the child should be counted as a chronically homeless person in the household with children category of the PIT count.

Disability – An individual with one or more of the following conditions:

- A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that:
 - Is expected to be long-continuing or of indefinite duration; **and**
 - Substantially impedes the individual's ability to live independently; **and**
 - Could be improved by the provision of more suitable housing conditions.
- A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); **or**
- The disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agency for acquired immunodeficiency syndrome (HIV).

Adults with HIV/AIDS – This subpopulation category of the PIT includes adults who have been diagnosed with AIDS and/or have tested positive for HIV.

Adults with a Serious Mental Illness (SMI) – This subpopulation category of the PIT includes adults with a severe and persistent mental illness or emotional impairment that seriously limits a person's ability to live independently. Adults with SMI must also meet the qualifications identified in the term for “disability” (e.g., “is expected to be long-continuing or indefinite duration”).

Adults with a Substance Use Disorder–This subpopulation category of the PIT includes adults with a substance abuse problem (alcohol abuse, drug abuse, or both). Adults with a substance use disorder must also meet the qualifications identified in the term for “disability” (e.g., “is expected to be long-continuing or indefinite duration”).

Veteran–This subpopulation category of the PIT includes adults who have served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

Victims of Domestic Violence–This subpopulation category of the PIT includes adults who have been victims of domestic violence, dating violence, sexual assault, or stalking.

Victim service provider – A private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women’s shelters, domestic violence transitional housing programs, and other programs.

Youth – Persons under age 25, including children under age 18 and young adults ages 18 to 24.

Parenting Youth – A youth who identifies as the parent or legal guardian of one or more children who are present with or sleeping in the same place as that youth parent, where there is no person over age 24 in the household.

Unaccompanied Youth – Unaccompanied youth are persons under age 25 who are not accompanied by a parent or guardian and are not a parent or guardian presenting with or sleeping in the same place as his/her child(ren). Unaccompanied youth are single youth, youth couples, and groups of youth presenting together as a household.

REFERENCES

Homeless Definition

HEARTH Homeless Definition

https://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf

Criteria and Recordkeeping Requirements for Definition of Homeless

https://www.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf

Children and Youth and HUD's Homeless Definition

<https://www.hudexchange.info/resources/documents/HUDs-Homeless-Definition-as-it-Relates-to-Children-and-Youth.pdf>

Housing Inventory Chart (HIC) and Point-in-Time (PIT)

2017 Notice for Housing Inventory Count (HIC) and Point-in-Time (PIT) Data Collection for Continuum of Care (CoC) Program and the Emergency Solutions Grants (ESG) Program issued on August 8, 2016

<https://www.hudexchange.info/resources/documents/Notice-CPD-16-060-2017-HIC-PIT-Data-Collection-Notice.pdf>

HUD Guidance: Point-in-Time Count Methodology Guide (2014)

<https://www.hudexchange.info/resources/documents/PIT-Count-Methodology-Guide.pdf>

Point-In-Time HUD Guides (December 2016)

Sheltered PIT Count and HMIS Data Element Crosswalk

<https://www.hudexchange.info/resources/documents/Sheltered-PIT-Count-and-HMIS-Data-Element-Crosswalk.pdf>

Housing and School Partnership on the January 2017 Point-in-Time Count

<https://www.hudexchange.info/resource/5184/housing-and-school-partnership-on-the-january-2017-pit-count/>

Promising Practices for Counting Youth Experiencing Homelessness in the Point-in-Time Counts

<https://www.hudexchange.info/resource/5175/promising-practices-for-counting-youth-experiencing-homelessness-in-the-pit-counts/>

Crosswalk of Key Federally-funded Child and Youth Homeless Contacts

<https://www.hudexchange.info/resource/5176/crosswalk-of-key-federally-funded-child-and-youth-homeless-contacts/>

Youth Count!

<https://www.hudexchange.info/homelessness-assistance/resources-for-homeless-youth/youth-count/>

Veterans HIC/PIT Count Data Guidance Tool

<https://www.hudexchange.info/resource/5205/veterans-hicpit-count-data-guidance-tool/>