

Housing Inventory Count and Point in Time Data Collection Changes & Reminders for 2015

(1) Important Changes to HIC and PIT Requirements for 2015

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 October 2, 2014. For further details and comprehensive guidance for the 2015 HIC and PIT please see:

<https://www.hudexchange.info/resources/documents/Notice-CPD-14-014-2015-HIC-PIT-Data-Collection-Notice.pdf>

HIC Changes

- A. Each COC will be required to enter the address for all projects, except for Victim Service Provider projects. If a project uses a scattered site model the COC will indicate that to HUD and not have to enter an address for the project.
- B. The references to Homeless Management Information System (HMIS) Data Standards have been updated to be consistent with HUD's 2014 HMIS Data Standards as published in HUD's HMIS Data Dictionary, HMIS Data Standards Manual (2014), and the Project Descriptor Data Element Manual (2014).
- C. Each COC with overflow beds should report the total number of overflow beds that were available for occupancy on the night of the inventory count. If there is no fixed number of overflow beds, the COC may instead report the number of overflow beds that were occupied on the night of the inventory count.

PIT Changes

- A. HUD provides additional guidance about counting standards and methodologies in Point-in-Time Count Methodology Guide. Each COC should refer to that guidance and any updates HUD publishes for further guidance on counting guidance and methodologies. Compliance with HUD standards might result in a more accurate and, potentially, lower PIT count than in the past. Each COC will be able to explain changes in PIT counts that are due to methodology improvements in the COC Program Competition application and HUD will take such changes into account in the application review and scoring process.
- B. Each COC will be required to report the total number of youth households (persons under age 25), including the race, ethnicity, and gender data for parenting youth and unaccompanied youth counted.
 - a. 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 is limited to persons in households where there is no adult parent or guardian over age 24 in the household.

- b. Unaccompanied youth are persons under age 25 who are not presenting or sleeping in the same place as their parent or legal guardian, including: (a) single youth;(b) youth couples; and(c) groups of youth presenting as a household.
 - c. For purposes of reporting in the PIT, parenting youth are distinct from unaccompanied youth. Data on Youth Households is a subset of the All Households data. Youth included in the Youth Households table, and related demographic data, should still be included in the All Households data.
- C. Each COC will not be required to submit data on one-child and multi-child households in the Households with Only Children table because they now report the relevant information about youth in the Youth Household table.
 - D. Each COC will be required to report the number of sheltered and unsheltered chronically homeless veterans and chronically homeless veteran families.
 - E. HUD has expanded the transgender categories to male to female transgender and female to male transgender to match the 2014 HMIS Data Standards. Each COC will be required to collect and report on the number of persons that report as transgender male to female and transgender female to male.
 - F. Persons counted under “multiple races” should also be counted in at least two other race categories.

(2) PEOPLE WHO SHOULD 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 91.5 of the Homeless Definition Final Rule.

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 91.5 of the Homeless Definition Final Rule. 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.

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(3) PEOPLE WHO SHOULD 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 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 counted in any location not listed on the HIC (e.g., staying in projects with beds/units not dedicated for persons who are homeless).
- D. Persons temporarily staying with family or friends (i.e., “doubled-up” or “couch surfing”).
- E. 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.
- F. 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 5:06 pm on January 28, 2015, 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 9:00 pm in order to attain accuracy in surveying.

The January 2015 Point in Time Count will be held on night of Wednesday, January 28th from sundown until the morning of Thursday, January 29th at sunrise.

Examples of Statewide Counties “Set Count” Times for January 2014:

County	Set Time	Number of Shifts
Fox Valley	9:00 pm to 6:00 am	3
Janesville	11:30 pm to 4:00 am	1
Eau Claire	12:00 am to 2:00 am	1
Kenosha	10:00 pm to 3:00 am	1
West Central	1:00 am-3:00 am	1

(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, gender, race, and ethnicity.

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

A. 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.

B. Persons in households without children. This category includes single adults, adult couples with no children, and groups of adults.

C. 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.

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

A. Persons in households with at least one adult and one child:

- (1) The number of children under age 18;
- (2) The number of young adults ages 18 to 24; and
- (3) The number of adults over age 24.

B. Persons in households without children:

- (1) The number of young adults ages 18 to 24; and
- (2) The number of adults over age 24.

Each COC must report data on the gender, race, and ethnicity for all sheltered and unsheltered persons. Please note that for race, persons should be counted in each race category they identify for themselves. People should only be counted under “multiple races” if they are also counted in at least two race categories.

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.

Beginning in 2015, each COC must report data on persons in Youth Households, including the gender, race, and ethnicity for parenting youth and unaccompanied youth.

- **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
- **Unaccompanied youth** are persons under age 25 who are not presenting or sleeping in the same place as their parent or legal guardian, including:
 - single youth;
 - youth couples; and
 - groups of youth presenting as a household.

Veterans and parenting youth and unaccompanied youth data is a subset of the “All Households” data 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. Beginning in 2015, each COC must report the number of chronically homeless veterans and persons in chronically homeless veteran families. Chronically homeless veteran data is a subset of the chronically homeless subpopulation data and should still be included in the chronically homeless subpopulations data.

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 for reporting purposes only, in which data collection regarding disability is unrelated to program eligibility requirements, each COC must be sure:

- A. Volunteers administering the survey know that it is completely voluntary whether persons respond to questions about disability status, and
- B. 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). Where information is necessary to establish that an individual fits into a particular subpopulation of homeless (e.g., chronically homeless) the individual should be apprised of the criteria and asked whether he or she meets the definition.

Beginning in 2015 each COC must:

- (1) Report data on persons in Youth Households, including the gender, race, and ethnicity for parenting youth and unaccompanied youth.
 - **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
 - **Unaccompanied youth** are persons under age 25 who are not presenting or sleeping in the same place as their parent or legal guardian, including:
 - single youth;
 - youth couples; and
 - groups of youth presenting as a household.

Note: Veterans and parenting youth and unaccompanied youth data is a subset of the "All Households" data and should still be included in the "All Households" data.

- (2) Report the number of chronically homeless veterans and persons in chronically homeless veteran families. Chronically homeless veteran data is a subset of the chronically homeless

subpopulation data and should still be included in the chronically homeless subpopulations data.

(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.

- (1) **Chronically Homeless Individual** - An individual who:
- a. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
 - b. 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; and
 - c. Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), posttraumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability.

Notes:

- (1) Persons under the age of 18 are not counted as chronically homeless.
- (2) For purposes of the PIT, persons living in transitional housing at the time of the PIT count should not be included in this subpopulation category.
- (3) Persons with the disabling conditions identified above must also meet the qualifications identified in the term for “disability” (e.g., “is expected to be long continuing or indefinite duration”).

- (2) **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 individual, including a family whose composition has fluctuated while the head of household has been homeless.
- (3) **Disability** – An individual with one or more of the following conditions:
- a. A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that:
 - i. Is expected to be long-continuing or of indefinite duration; **and**
 - ii. Substantially impedes the individual's ability to live independently; **and**
 - iii. Could be improved by the provision of more suitable housing conditions.
 - b. 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**
 - c. The disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agency for acquired immunodeficiency syndrome (HIV).
- (4) **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.

- (5) **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”).
- (6) **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”).
- (7) **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.
- (8) **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.
- (9) **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.
- (10) **Youth** – Persons under age 25, including children under age 18 and young adults ages 18 to 24.
- (11) **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.
- (12) **Unaccompanied Youth** – Unaccompanied youth are persons under age 25 who are not accompanied by a parent or guardian and are not a parent 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.onecpd.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf

Criteria and Recordkeeping Requirements for Definition of Homeless

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

The Homeless Definition for Eligibility for SHP (Supportive Housing Program), SPC (Shelter Plus Care Program), and ESG (Emergency Solutions Grant)

https://www.onecpd.info/resources/documents/HomelessDefEligibility%20_SHP_SPC_ESG.pdf

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

2015 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 October 2, 2014

<https://www.hudexchange.info/resources/documents/Notice-CPD-14-014-2015-HIC-PIT-Data-Collection-Notice.pdf>

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

<https://www.hudexchange.info/resource/4036/point-in-time-count-methodology-guide/>

Point-In-Time Survey Tools

Model Sheltered Night of Count Survey Instructions

<https://www.hudexchange.info/resources/documents/Model-Sheltered-Night-of-Count-PIT-Survey-Enumerator-Instructions.pdf>

Model Observation Based Unsheltered Night of Count Survey Instructions

<https://www.hudexchange.info/resources/documents/Model-Observation-based-Unsheltered-Night-of-Count-PIT-Survey-Enumerator-Instructions.pdf>

Model Interview Based Unsheltered Night of Count Survey Instructions

<https://www.hudexchange.info/resources/documents/Model-Interview-based-Unsheltered-Night-of-Count-PIT-Survey-Enumerator-Instructions.pdf>

Model Service Based Count Survey Instructions

<https://www.hudexchange.info/resources/documents/Model-Service-based-Count-PIT-Survey-Enumerator-Instructions.pdf>