Housing Inventory Count and Point in Time Data Collection Changes & Requirements for 2019

(1)   Important Changes to HIC and PIT Requirements for 2019

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 in October 2018. For further details and comprehensive guidance for the 2018 HIC and PIT please see:

https://www.hudexchange.info/resources/documents/Notice-CPD-18-08-2019-HIC-PIT-Data-Collection-Notice.pdf

HIC Changes

A. Under the Inventory Type section of the HIC, HUD no longer distinguishes new inventory from current inventory. CoC's now report their data as either current (i.e. all inventory that is in operation on the night of the CoC's PIT count) or under development (i.e. all inventory that is projected, but not in operation during the PIT count).

B. CoCs will report their HMIS participation based on the entire project. Either the project completely participates in HMIS or it does not. If part of a project's inventory participates in HMIS and another part does not, it should be split into two projects, one representing the inventory participation in HMIS and one representing the inventory not participating in HMIS.

C. HUD is requiring CoCs to include the HMIS Project ID to all projects on the HIC. Currently, HMIS Project ID is only required for CoCs that upload the HIC.

D. CoCs will no longer report on Target Population A to HUD. HUD is renaming what was "Target Population B" as "Target Population" beginning in 2019.

E. HUD is clarifying that the Housing Type designation should apply to the entire project. A project must be completely "site based/single site," "site based/clustered site," or "tenant-based/scattered site." If part of a project's inventory is site based in a single location and other part is tenant-based vouchers, it should be split into two projects. For emergency shelter, the Housing Type selected should be consistent with the Bed Type.

Housing Type	Description	Appropriate Bed Type (ES)
Site-based/single site	All clients are housed in a single project facility.	Facility-based beds
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. This can include PBRA and may include SBRA, if multiple	Facility-based beds

	clients are housed in several separate sponsored facility locations.	
Tenant-based/scattered site	Clients have leases or other occupancy agreements are housed in market-rate, scattered-site residences. This includes TBRA and may include SBRA, if clients are housed in sponsored units where each unit has a distinct mailing address.	Voucher-based beds

F. While Victim Service Providers (VSP) are exempted from providing address information, HUD encourages providers to enter a zip code associated with the project.

PIT Changes

None

(2) HOUSING INVENTORY COUNT GUIDANCE

Types of Homeless Projects to Include in the HIC:
Beds and units included on the HIC are considered part of the CoC homeless assistance system. Beds and units in the HIC must be dedicated to serving homeless persons, or for permanent housing projects, dedicated for persons who were homeless at entry. For the purposes of the HIC, a project with dedicated beds/units is one where:
  A.   The primary intent of the project is to serve homeless persons;
  B.   The project verifies homeless status as part of its eligibility determination;
  C.   The actual project clients are predominately homeless (or, for permanent housing, were homeless at entry).

Beds in institution settings are not specifically dedicate for person who are homeless such as detox facilities, emergency rooms, jails and acute crisis or treatment centers should not be included in HIC. HUD considers extreme weather shelters as dedicated homeless inventory and should be included in the HIC.

For the HIC, CoCs will collect information about the beds and units in the CoC's homeless system, categorized by the Project Types described below. CoCs are required to include in the HIC all projects in the CoC that are categorized as one of these Project Types and that provide dedicated beds for persons who are homeless, not just those contributing client-level data in HMIS or receiving HUD funding. This includes projects funded by the other federal agencies (e.g. VA, HHS), faith-based organizations, and other public and private funding sources.

The Project Types included in the HIC, as identified in the 2017 HMIS Data Standards are:
  A.   Emergency Shelter (ES)
  B.   Transitional Housing (TH)
  C.   Safe Haven (SH)
  D.   Permanent Housing (PH)
        1.   Permanent Supportive Housing (PSH)
        2.   Rapid Re-housing (RRH)
        3.   Other PH (OPH) – including PH-Housing with Services (no disability required at entry) and PH-Housing Only

For the purpose of the HIC, permanent housing inventory is divided into three groups: permanent supportive housing (PSH), rapid re-housing (RRH), and other permanent housing (OPH).

- To be considered PSH, the project must provide long-term housing to homeless individuals with disabilities and families in which one member of the household has a disability, and supportive services that are designed to meet the needs of the program participants must be available to the household.
- To be considered a RRH bed and unit, the project must provide short-term or medicum-0term assistance (up to 24 months), the lease for units must be between the landlord and the program participant, the program participant must be able to select the unit they lease, and the providers cannot impose a restriction on how long the person may lease the unit, through the provider can impose a maximum length of time that grant funds will be used to assist the program participant in the unit.
- To be considered a OPH, the provider must provide long-term housing that is not otherwise considered permanent supportive housing or rapid re-housing. PH-Housing with Services providers long-term housing and supportive services for homeless persons, but do not limit eligibility to persons with a disability. PH-Housing Only projects provide long-term housing for homeless persons, but do not make supportive services available as part of the project.

(3)   PEOPLE WHO MUST BE INCLUDED IN THE PIT

Sheltered Count:
CoCs must count 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 includes people residing in in Safe Haven projects.

REMINDER: Rapid Re-housing (RRH) is considered permanent housing and therefore, individuals and families who are enrolled in RRH and residing in permanent housing on the night of the PIT count are not included in the sheltered count. 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 housing placement should be counted where they resided on the night of the count. For example: a person in shelter being assisted by a RRH project to obtain housing must be counted in the sheltered PIT count for the shelter.

Unsheltered Count:
CoCs must count 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. For example: a RRH assisted households who is still unsheltered on the night of the count should be included as part of the unsheltered count.

(4)   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 Other Permanent Housing (OPH), including persons in a GPD Transition in Place (TIP) project on the night of the count.
    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).

(5)   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 5:02 pm on January 23, 2019, 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 2019 overnight Point in Time Count will be held on night of Wednesday, January 23rd from sundown until the morning of Thursday, January 24th at sunrise.

For the sheltered count, include all persons who:
(a) entered on or before the date of the count (January 23, 2019);
(b) exited after the date of the count (January 24, 2019); 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. 23rd at 11:00 pm to Jan. 24th at 6:00 am).

(6) **POPULATION DATA – HOUSEHOLD TYPES**

As in prior years, CoCs 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
Consistent with the updated 2017 HMIS Data Dictionary, HUD changed the "Don't identify as male, female, or transgender" gender response option to "Gender Non-Conforming (i.e. not exclusively male or female)."
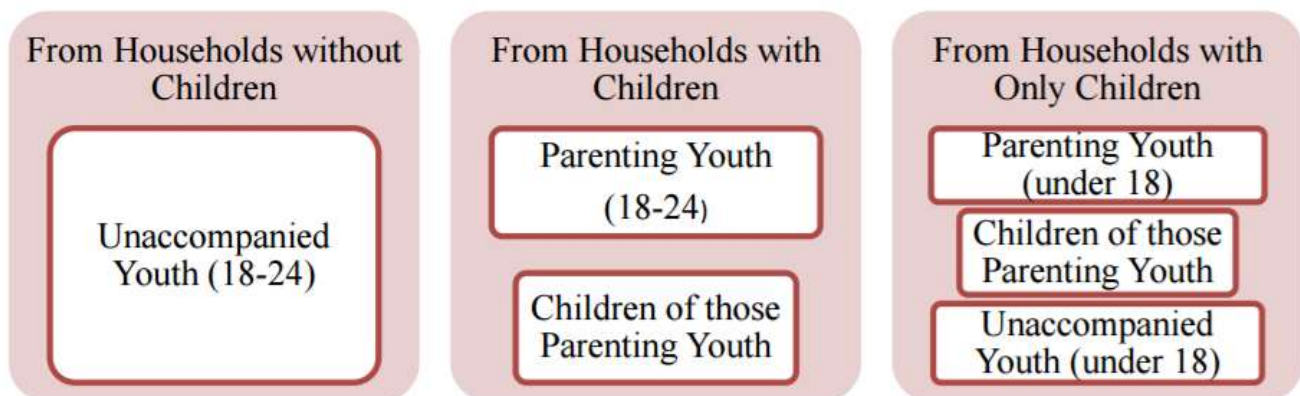
F.   Veteran Households
Each COC must also collect and report data on veterans, including the total number of veteran households, the total number of veterans, the total number of persons in veteran households, and the gender, race, and ethnicity of veterans. A "veteran household" includes households 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.
   - Beginning in 2018, COCs must report the number of children in parenting youth households separately for households with parenting youth under 18 and households with parenting youth who are 18 to 24.

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.

From Households without Children	From Households with Children	From Households with Only Children
Unaccompanied Youth (18-24)	Parenting Youth (18-24)	Parenting Youth (under 18)
	Children of those Parenting Youth	Children of those Parenting Youth
		Unaccompanied Youth (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.

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.

(7)   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 <u>adults</u>, 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 <u>not</u> 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.   In 2018, CoCs must only report the number of survivors of domestic violence who are currently experiencing homeliness because of domestic violence, dating violence, sexual assault, or stalking, as opposed to reporting on survivors who have ever experienced these circumstances.

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).

(8) <u>**KEY TERMS**</u>

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 <u>where the combined length of time homeless in those occasions is at least 12 months</u>; and
- Has a disability

  ➔<u>Example:</u> 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.

  ➔<u>Example:</u> 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–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.

Survivors of Domestic Violence–This subpopulation category of the PIT includes adults who are currently experiencing homelessness because they are fleeing 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. HUD collects and reports youth data based on persons under 18 and persons between 18 and 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)

2019 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 17, 2018
https://www.hudexchange.info/resources/documents/Notice-CPD-18-08-2019-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 Resources

2019 PIT Posters
https://www.hudexchange.info/resource/5770/2019-pit-count-poster/

CoC Analysis Tool: Race and Ethnicity
https://www.hudexchange.info/resource/5787/coc-analysis-tool-race-and-ethnicity/

Point-in-Time County Standards and Methodologies Training
https://www.hudexchange.info/trainings/courses/point-in-time-pit-count-standards-and-methodologies-training/

Point-in-Time Count Implementation Tools
https://www.hudexchange.info/resource/4433/point-in-time-count-implementation-tools/

Point-in-Time Survey Tools
https://www.hudexchange.info/resource/3322/point-in-time-survey-tools/

Point-In-Time HUD Resources – Specific Populations

Guidance for Domestic Violence Partners and CoCs on Participating in the PIT Count
https://www.hudexchange.info/resource/5657/guidance-for-domestic-violence-partners-and-cocs-on-participating-in-the-pit-count/

Created by WI Balance of State COC Director
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Housing and School Partnership on the January 2019 Point-in-Time Count
https://www.hudexchange.info/resource/5184/housing-and-school-partnership-on-the-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/