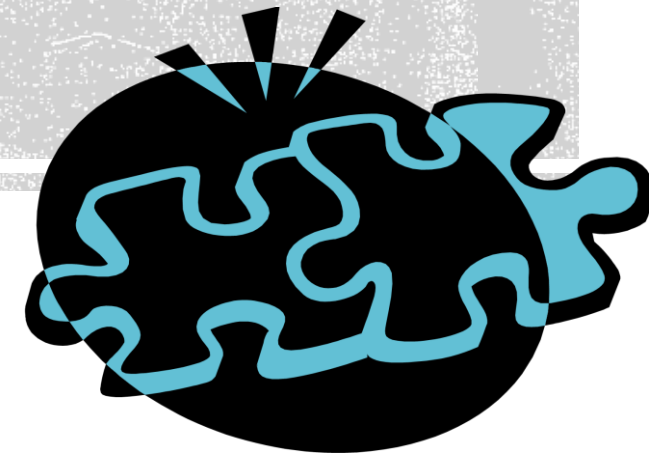


PUTTING IT ALL TOGETHER

Housing Inventory Chart (HIC)

Point-In-Time (PIT)

Service Point (WISP)



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Revised: July 2014

WHAT IS THE HOUSING INVENTORY CHART?

- The Housing Inventory Chart (HIC) is a complete list of beds available for people (families, individuals, and youth) experiencing homelessness in a community.
- There are specific sections of the chart for each of the following program types:
 - Emergency Shelter Programs – including Motel Voucher Programs
 - Transitional Housing
 - Permanent Supportive Housing
 - Safe Havens
 - Rapid Re-Housing
- The chart is required for the HUD Continuum of Care Competitive Application for funding and the Emergency Solutions Grant (ESG) administered by the Division of Housing.



WHAT KIND OF PROGRAMS DO GO ON THE CHART?

- Emergency Shelters (ES)
- Motel Voucher Programs
- Transitional Housing Programs for the Homeless (TH)
- Permanent Housing Programs for Formerly Homeless Persons (PSH)
- Residential Domestic Violence Programs
- Seasonal shelters for the homeless
- Safe Haven programs (SH)
- Rapid Re-housing programs (RRH)



WHAT KIND OF PROGRAMS DO NOT GO ON THE CHART?

- Tenant Based Rental Assistance (TBRA)
- Group Homes
- Substance Abuse Treatment Facility or Detox Center (unless they have specific beds funded for homeless)
- Youth shelters for Wards of the State or other Court Ordered Wards
- Project-based public housing, unless the housing has been exclusively dedicated to serving homeless persons
- Medical facilities such as hospitals, psychiatric facilities, or nursing homes
- Juvenile detention centers or any other type of jail or prison
- HOPWA Rental Assistance programs
- Non-Residential Programs
- Programs that have already closed prior to the Point-in-Time count



WHAT DOES THE HOUSING INVENTORY CHART TELL US?

- Who is providing the service?
 - **Provider Name & Facility Name**
- Where is the place located?
 - **Geocode**
- Who can stay there?
 - **Subpopulation served**
 - **Is it funded by HUD McKinney-Vento dollars?**
- How much room is there?
 - **Number of beds designated for individuals, families, or children**
 - **Total number of year round beds**
 - **Number of seasonal beds**
 - **Number of overflow & voucher beds**



TAKING A CLOSER LOOK

- **Provider:** Name of the organization providing shelter or housing to homeless persons. (*Column A*)
- **Facility Name:** Name of the facility/program providing the service. (*Column B*)
- **Geocode:** The six-digit HUD-assigned number corresponding to the jurisdiction in which the program is physical located. (*Column E*)
 - For the principal program service site, use the Geocode associated with the geographic location of the site.
 - Scattered-site housing should use the Geocode where the majority of beds are located.
 - An updated list (FY2013) of Geocodes can be found at:
 - https://www.onecpd.info/resources/documents/FY2013_GeoCodes_PPRN.pdf
- **Inventory Type:** Indicates whether the program is: (*Column F*)
 - Current (C) – available for occupancy on or before 1/31 of the previous year
 - New (N) – became available between 2/1 of the previous year and 1/31 of the year of the count.
 - Under Development (U) –fully funded but not available for occupancy as of 1/31 of the year of the count.



TARGET POPULATION A & B

- The **Target Population A & B** (*Columns G & H*) indicate what types of populations are served by this program. They use the special codes listed below.
- **Target Population A** – what types of households are accepted:
 - SF = Single Female Only
 - SM = Single Male Only
 - SMF = Single Male & Female Only
 - HC = Households with children
 - CO = Couples only, no children
 - SFHC = Single Females and Households with Children
 - SMHC = Single Males and Households with Children
 - SMFHC = Single Males and Females and Households with Children
 - YF = Unaccompanied Females (under 18)
 - YM = Unaccompanied Males (under 18)
 - YMF = Unaccompanied Males & Females (under 18)



TARGET POPULATION B & MCKINNEY-VENTO

- **Target Population B** – only relevant if the program serves a special population:
 - DV = Victims of Domestic Violence only
 - VET = Veterans only
 - HIV = HIV/AIDS population only
 - NOTE: To identify a Target B population at least three-fourths (75%) of the clients served by the project must fit into the target group descriptor.
 - NOTE: A single project cannot have more than one Target Population B.
- **HUD McKinney-Vento?** For each program, identify whether the program receives HUD McKinney-Vento dollars (yes/no) *Column I*
 - The following programs will have a “yes” answer:
 - Continuum of Care (COC) funded programs including Permanent Supportive Housing (PSH), Transitional Housing (TH), Shelter Plus Care, and Safe Havens (SH).
 - Emergency Solution Grant (ESG) funded programs including emergency shelter and rapid re-housing programs.
- We have now covered Columns *A & B, E-I*. Next, we will look at **Beds** and **Units**.



ALL YEAR BEDS & UNITS

- The most important part of the Housing Inventory Chart is the list of available beds in each program.
 - This can also be the **most confusing** part of the chart.
- This section of the chart does not include any seasonal programs or any overflow or voucher-based beds.
 - This is **only** for year-round beds.
- There are 4 main parts:
 - **Family Beds** (Column J)
 - **Family Units** (Column K)
 - **Individual Beds** (Column L)
 - **Children Only Beds** (Column M)



HOUSEHOLDS WITH CHILDREN

- Programs that serve families (at least 1 adult and 1 child) can be difficult to count.
- Programs that serve families must differentiate beds vs. units. (*Column J* vs. *Column K*)
- **Family Units** (for households with at least 1 adult and 1 child) - *Column K*
 - Each family is counted as 1 unit. So a program that can take up to 10 different families will have 10 units.
 - Some programs have separate rooms for each family. In this case, each room will equal 1 unit.
 - Some programs put two families in each room. In this case, each room equals 2 units.
 - Some programs can take as many families as will fit. In this case, the average number of families served on a given night should serve as the number of family units.



FAMILY BEDS

- The number of **family beds** in each unit may either be the physical number of beds or it may be based on the average family size of a particular program.
(Column J)
- The number of **family beds** available will directly affect the **utilization rate**
(Column AE) of a particular program.
 - A program that serves 5 families with an average family size of 3 would put down 15 in the column for **Family Beds**. *(Column J)*
- Programs that have a fixed number of **family beds** for a changing number of families should put the actual number of beds and estimate the number of units.
 - For example: a program that has 20 beds and will take as many families as will fit in those 20 beds would put down 20 in the column for **Family Beds**. *(Column J)*
- Programs that use the same beds for families and individuals will need to determine the average number of each type of household to determine how to fill out the chart.



BEDS FOR HOUSEHOLDS WITHOUT CHILDREN

- Programs that serve only single individuals are easy to count.
 - Count the number of beds that are available year-round and write down that number in the column for **individual beds**. (*Column L*)
 - Seasonal beds, overflow beds, and voucher beds are not included in the year-round bed count.
- Programs that serve both family and single households are encouraged to designate **individual beds** (*Column L*) and **family beds** (*Column J*) in order to simplify the counting process.
- Programs that intermingle family and single beds depending on the demand should:
 - Use the average number of individuals as their count of **individual beds** (*Column L*) and
 - Use the average number of families and family size to determine the number of **family beds** (*Column J*) and **family units**. (*Column K*)



BEDS FOR HOUSEHOLDS WITH ONLY CHILDREN

- **Children Only beds** are handled the same as single beds. However, they are recorded in their own column. (*Column M*)
 - Count the number of beds that are available year-round and write down that number in the column.
- These beds should directly correlate with YM, YF, and YMF programs.
 - YF = Youth Female (under 18)
 - YM = Youth Male (under 18)
 - YMF = Youth Female and Male (under 18)



TOTAL YEAR ROUND BEDS

- The **Total Year Round Beds** (*Column N*) for any program is:
 - The number of **family beds** (*Column J*) plus the number of **individual beds** (*Column L*) and **children only beds** (*Column M*).
- The **Total Year Round Beds** (*Column N*) is one of the numbers used to determine a program's **utilization rate**. (*Column AE*)



CHRONICALLY HOMELESS BEDS

- In the Permanent Supportive Housing (PSH) section of the Housing Inventory Chart, there is one additional column called **CH beds**. (*Column T*)
- In this column, you identify how many beds are designated for Chronically Homeless. Definition located on next slide.
 - These beds are specifically funded for Chronically Homeless (CH) persons and may not be used by anyone but Chronically Homeless (CH).



CHRONICALLY HOMELESS DEFINITION

- **Chronically Homeless Individual**
 - An adult individual (18+) with a disabling condition who has been homeless four or more times in the past three years, or who has been homeless for one year or more.
- **Chronically Homeless Family**
 - A family with at least one adult individual (18+) who has a disabling condition and they have been homeless four or more times in the past three years, or who has been homeless for one year or more.
- **Homeless**
 - Sleeping in a place not meant for human habitation (e.g. living on the streets) and/or in an emergency shelter or safe haven during that time.
- **Disabling Condition**
 - A diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions.
- Persons under the age of 18 are not counted as chronically homeless individuals.



SEASONAL BEDS

- **Seasonal beds** are beds that are only available for part of the year (i.e. winter-program or summer-program).
- The **Seasonal Bed** section of the Housing Inventory Chart has four columns:
 - **Total Seasonal Beds** – including individual, family, and child-only beds (*Column U*)
 - **Number of Seasonal Beds in HMIS** (*Column V*)
 - **Availability Start Date** (*Column W*)
 - **Availability End Date** (*Column X*)
- The start and end dates are used to calculate the percentage of the year that each bed is available.
 - This date is then used in the Annual Homeless Assessment Report (AHAR) to calculate “Equivalent Year Round Beds.”
 - For example: 10 seasonal beds that are available for half of the year with equal five equivalent year round beds in the AHAR report.



OVERFLOW & VOUCHER BEDS

- **Overflow beds** are beds available only during special situations. *(Column Y)*
 - These beds may be available year-round or seasonally.
 - These beds can be cots, mats, and couches that are used when all of the program's regular beds are full.
 - Seasonal beds which are always available during specific parts of the year are not counted as overflow beds.
- **Voucher beds** should be counted as Overflow beds as well. *(Column Y)*
 - These beds may include motel vouchers for homeless persons or an emergency shelter voucher used for hotels, motels, or campground space.
- We have covered *Columns A & B, E-N,* and *U-Y* on the Housing Inventory Chart.
- Next, we will look at how Service Point plays a role on the chart.



CONNECTION TO SERVICE POINT (WISP)

- The Housing Inventory Chart lists important Service Point related information, including:
 - **WISP Provider ID #** (*Column C*)
 - **Provider Name in WISP** (*Column D*)
 - **Number of year round family beds in HMIS** (*Column O*)
 - **Number of year round individual beds in HMIS** (*Column P*)
 - **Number of year round children only beds in HMIS** (*Column Q*)
 - **Percentage of year round family beds in HMIS** (*Column R*)
 - **Percentage of year round individual beds in HMIS** (*Column S*)
 - **Percentage of year round children only beds in HMIS** (*Column T*)
 - **Number of seasonal beds in HMIS** (*Column V*)
 - **Number of overflow/voucher beds in HMIS** (*Column Z*)



TAKING A CLOSER LOOK

- **WISP Provider ID #:** This is the number used in Service Point to identify the exact provider. Each provide on your “tree” has a different number. (*Column C*)
- **Provider Name in WISP:** This is the exact name associated with the WISP Provider ID # mentioned above. This name should match exactly to what is in WISP. (*Column D*)



BEDS AND SERVICE POINT (WISP)

- **Number of year round family beds in HMIS:** For programs that use Service Point, you must identify the number of family beds listed in *Column J* that are reported in Service Point. (*Column O*)
- **Number of year round individual beds in HMIS:** For programs that use Service Point, you must identify the number of individual beds listed in *Column L* that are reported in Service Point. (*Column P*)
- **Number of children only beds in HMIS:** For program that use Service Point, you must identify the number of children only beds listed in *Column M* that are reported in Service Point. (*Column Q*)
- **Number of seasonal beds in HMIS:** For programs that use Service Point, you must identify the number of individual beds listed in *Column U* that are reported in WISP. (*Column V*)



- **Number of overflow/voucher beds in HMIS:** For programs that use Service Point, you must identify the number of children only beds listed in *Column Y* that are reported in Service Point. (*Column Z*)

- **Percentage of year round family beds in HMIS:** This column divides the number of year round family beds covered in Service Point (*Column O*) by the total number of family beds listed for the provider (*Column J*).
 - The calculation provides the percentage of family beds available to this provider in Service Point. (*Column R*)

- **Percentage of year round individual beds in HMIS:** This column divides the number of year round individual beds covered in Service Point (*Column P*) by the total number of individual beds listed for the provider (*Column L*).
 - The calculation provides the percentage of individual beds available to this provider in Service Point. (*Column S*)

- **Percentage of child only beds in HMIS:** This column divides the number of year round children only beds covered in WISP (*Column Q*) by the total number of children only beds listed for the provider (*Column M*).
 - The calculation provides the percentage of children only beds available to this provider in Service Point. (*Column T*)



BEDS & UNITS IN SERVICE POINT (WISP)

- It is each provider's responsibility to ensure that each program's beds and units match what is listed in the Housing Inventory Chart (HIC) and what is record in Service Point (WISP).
- This means if you have a change in program – number of beds or units or type – these changes must be made each month on the Housing Inventory Chart. Each Continuum of Care (COC) has a spot designated for updates/changes.
- This will alert the HMIS Staff that changes have been made and can record those changes in the provider tree in Service Point.



CONNECTION TO POINT-IN-TIME (PIT)

- The Housing Inventory Chart is closely related to the Point-in-Time (PIT) count.
- The Housing Inventory Chart provides a snapshot of what homeless providers have available for beds in a particular area.
- The Point-in-Time (PIT) provides a snapshot of the number of people experiencing homelessness in that same area and how or if they were served.



POINT-IN-TIME (PIT) COUNT ON THE HOUSING INVENTORY CHART (HIC)

- **Total number of people** served during the PIT count – *Column AA*
 - Formula in the Housing Inventory Chart set to add *Column AB + AC + AD*.
- **Total number of unaccompanied children** served during the PIT count – *Column AB*
 - This number includes child only households (singles and in multi-child households).
- **Total number of singles** served during the PIT count – *Column AC*
 - This number includes individuals and people in households without children.
- **Total number of people in families** served during the PIT count – *Column AD*
 - This number includes people in households with at least one adult and one child.



WHERE DO THE NUMBERS COME FROM?

- For providers that report in Service Point, these numbers must match what is pulled from ART reports.
- For providers that do not report in Service Point, these numbers must match the totals from the Non-WISP PIT Form (including subpopulation demographics).
- Double check your numbers listed in the Emergency Shelter section (number of people in households with and without children).
- Double check your numbers listed in the Transitional Housing section (number of people in households with and without children).



UTILIZATION RATE *(COLUMN AE)*

- In the Emergency Shelter section, this rate (%) is calculated by:
 - Dividing the **total number of people** served on the PIT (*Column AA*) by the **total number of beds** available in the area.
 - The total number of beds available in the area is calculated by adding the number of **Overflow and Voucher Beds** (*Column Y*) + **Total Seasonal Beds** (*Column U*) + **Total Year Round Beds** (*Column N*).
- In the Transitional Housing section, this rate (%) is calculated by:
 - Dividing the **total number of people** served during the Point-in-Time count (*Column AA*) by the **total year round beds** (*Column N*).



WHAT IF THE UTILIZATION RATE IS NOT 100%?

- HUD has determined that an acceptable **utilization rate** (*Column AE*) for a program is between 65% - 105%.
- Less than 65% happens for one of three reasons:
 - The program is not in high demand.
 - The program is not accurately counting all people being served.
 - The program overstates the number of beds that are available.
- More than 105% happens for one of two reasons:
 - The program does not check people out of Service Point properly so it looks like there are more people in the program than are really there on any given night.
 - The program understates the total number of beds that are available.



RETRIEVING POINT-IN-TIME NUMBER FROM SERVICE POINT

- Do not use the Client Served Report or the Daily Unit Report for your Point-in-Time (PIT) data.
- Do use ART (Advanced Reporting Tool) in Service Point for your Point-in-Time (PIT) data.
 - Go to Reports. Go to ART.
 - Go to Public Folder and click black arrow.
 - Go to Point-in-Time and Housing Inventory Reports and click black arrow.
 - Click the magnifying glass icon in front of the following reports:
 - 0630 – Sheltered-Unsheltered PIT 2014 – v9
 - 0630 – Sheltered-Unsheltered PIT 2014 – v9 without client data
 - Click View Report and fill out the prompts.



0630 ART REPORT PROMPTS

- In the prompts, you have two choices: Provider or COC.
 - Select **Provider(s)**: click refresh values and select individual or a group of providers.
 - Select **Provider COC Code(s)**: click refresh values and select the Continuum of Care (COC)
- **EDA Provider**: Do not change this.
- **Enter Effective Date**: Enter last Thursday of the month
- **Enter PIT Date**: Enter last Wednesday of the month
- **Enter PIT Date PLUS 1 Day**: Enter last Thursday of the month
- **Include Entry/Exit from ES Data**: preselected “no” – Do not change this.
- **Include Services/Shelter form ES Data**: preselected “yes” – Do not change this.



HOW TO READ THE 0630 ART REPORT

- **Tab A – Homeless Population**

- Breakdown by household types:
 - Families (persons in household with at least 1 adult and 1 child)
 - Singles (persons in household without children)
 - Child Only (persons in households with only children)
- Breakdown by provider type:
 - Sheltered – Emergency, Transitional, Safe Haven
 - Unsheltered – Turn aways and unmet needs
- Totals – should match Housing Inventory Chart (HIC)
 - By Household Type:
 - Number of Persons (adult & children) – *Column AD*
 - Number of Persons (adults) – *Column AC*
 - Number of one-child household and number of children in multi-child household – *Column AB*
 - By Provider Type:
 - Emergency Shelter: total persons counted in Point-in-Time (PIT) count – *Column AA*
 - Transitional Housing: total persons counted in Point-in-Time (PIT) count – *Column AA*
 - Safe Haven: total persons counted in Point-in-Time (PIT) count – *Column AA*



- **Tab B – Homeless Subpopulation**

- Breakdown by provider type
- Also shows unsheltered numbers

- **Tab C – Client Detail**

- What clients and what information was pulled into this report?

- **Tab D – Disability Detail**

- What clients and what information was pulled into this report?

- **Additional Information**

- What programs were pulled in to this report?
- How many clients were counted for each provider?
- How many clients for each provider were singles, households with children, and child-only households?



REPORTS FOR PERMANENT SUPPORTIVE HOUSING (PSH) AND RAPID REHOUSING (RRH)

- Go to Reports. Go To ART.
- Go to Public Folder and click black arrow.
- Go to Point-in-Time and Housing Inventory Reports and click black arrow.
- Click the magnifying glass icon in front of the following reports:
 - 0628– HIC Supplement – v1
 - 0628 – HIC Supplement – v1 WITHOUT client data
- Click View Report and fill out the prompts.



0628 HIC SUPPLEMENT REPORT PROMPTS

- In the prompts, you have two choices: Provider or COC.
 - Select **Provider(s)**: click refresh values and select individual or a group of providers.
 - Select **Provider COC Code(s)**: click refresh values and select the Continuum of Care (COC)
- **EDA Provider**: Do not change this.
- **Enter PIT Date PLUS 1 Day**: Enter the last Thursday of the month
- **Enter Start Date**: Enter the first day of the month
- **Enter End Date PLUS 1 Day**: Enter the first day of the next month
- **Select Rental Assistance Service Code**: preselected – Do not change this.



RAPID REHOUSING SPECIFIC

- The only people that are going to show up on the 0628 HIC Supplement report are those people that were enrolled & rent was paid for during the month.
 - If there is a client that you only provided case management to but no rent, they **will not** show up.
 - If there is a client that is enrolled in Rapid Re-housing but staying in shelter, they will be recorded in the Emergency Shelter section.
 - If there is a client that is enrolled in Rapid Re-housing but staying in his/her car and were counted in the overnight street count, they will be recorded in the Unsheltered section.
- For the HIC, rapid re-housing beds and units are equivalent to the number of beds and units occupied by participants on the night of the count.
 - For example, a program had 10 people in families (5 households) enrolled and in units they are paying rent on during the Point-in-Time count. On the chart, the agency would record that they have 10 family beds (*Column J*) and 5 family units (*Column K*).



HOW TO READ THE 0628 HIC SUPPLEMENT REPORT

▪ **Tab A – HIC Client Count**

- Breakdown by household types – number of households and number of clients:
 - Families (persons in household with at least 1 adult and 1 child)
 - Singles (persons in household without children)
 - Child Only (persons in households with only children)
- Breakdown by provider type:
 - Permanent Supportive Housing (PSH)
 - Rapid Re-housing (RRH)
- Totals – should match Housing Inventory Chart (HIC)
 - By Household Type:
 - Number of Persons (adult & children) – *Column AD*
 - Number of Persons (adults) – *Column AC*
 - Number of one-child household and number of children in multi-child household – *Column AB*
 - By Provider Type:
 - Permanent Supportive Housing (PSH) total persons counted in Point-in-Time (PIT) count – *Column AA*
 - Rapid Re-housing (RRH): total persons counted in Point-in-Time (PIT) count – *Column AA*



- **Tab B – Populations**
 - Breakdown by provider type & household type

- **Tab C – Subpopulations**
 - Breakdown by provider type

- **Tab D - Client Detail**
 - What clients and what information was pulled into this report?

- **Tab E – Disability Detail**
 - What clients and what information was pulled into this report?

- **Tab F - Additional Information**
 - What programs were pulled in to this report?
 - How many clients were counted for each provider?



SERVICE POINT (WISP) VS. NON-WISP PROVIDERS

- If you are a provider that reports in Service Point:
 - You must complete every column on the HIC. (*Column A – Z*)
- If you are not a provider that reports in Service Point:
 - You must complete *Columns A-B, E-N, U, W-Z*.
 - There should be nothing written in *Columns C-D, O-T, V, or Z*.



NON-WISP PIT FORM

- The Non-WISP PIT form is created for providers that do not use Service Point.
- The form collects demographic and subpopulation information for each of the required household types:
 - households with children,
 - households without children, and
 - children-only households.
- The form also breaks down veteran specific information required for the Point-in-Time.



- Each Continuum of Care (COC) has 3 tabs they need to complete:
 - Families
 - Individuals
 - Youth

- Each tab has specific sections:
 - The family tab has two sections: all people and veteran only.
 - The individual tab has two sections: all singles and veteran only.
 - The youth tab has one section: all unaccompanied youth.

- Each section has specific components that have to be completed for each provider type (ES, TH, Unsheltered):
 - Total Number of HH, Total Number of People, and Number of People in certain age breakdowns (under 18, 18-24, and over 24).
 - Gender (adults and children)
 - Ethnicity (adults and children)
 - Race (adults and children)
 - Homeless Subpopulations (adults only)



BRING THEM ALL TOGETHER

- Conduct the unsheltered overnight Point-in-Time street or known-location count.
 - Collect your numbers and data from:
 - Non-WISP providers for Emergency Shelter, Transitional Housing, and Safe Haven.
 - The street/known location count and other unsheltered/turn-away numbers from Service Point (WISP) and Non-WISP Providers, and
 - ART reports run for Service Point (WISP) providers.
- Review the Housing Inventory Chart (HIC) line-by-line.
 - Make adjustments/changes to providers and beds in Red font.
 - If a provider should no longer be listed on the chart, do not delete, just strikeout the row.
- Take the numbers and data from the Point-in-Time (PIT) count and put them in the corresponding provider rows in *Columns AA, AB, AC, and AD*.
 - The only data from the Point-in-Time (PIT) count that does not go on the chart is the:
 - Unsheltered/turn-away numbers
 - Homeless subpopulation



DOUBLE CHECK YOUR MATH!

▪ **Non-WISP Providers**

- Take the Non-WISP Provider data and compare it to the totals on the chart.
- If you add up the Non-WISP Provider numbers in *Column AA*, does it match what you entered into the Non-WISP Point-in-Time (PIT) form?
 - Check the Sheltered section and the Transitional section.
- Do the numbers make sense based on the number and type of beds this provider has?

▪ **Service Point (WISP) Providers**

- Run the ART report for Service Point providers before the Point-in-Time (PIT) count so they can see what Service Point says about who is in their programs.
- Run the ART report again after the Point-in-Time (PIT).
- Do the numbers make sense based on the number and type of beds this provider has?



REMINDER

- **Every month (other than January and July):**
 - All Emergency Shelters, Transitional Housing, Safe Haven, Permanent Supportive Housing, and Rapid Re-housing programs are required to complete the Housing Inventory Chart (HIC).
 - Providers that use Service Point must use the ART reports to get their numbers (0630 and 0628).
 - Providers that do not use Service Point must record the total number of clients (singles, families, and children only).
- **In January and July:**
 - All Emergency Shelters, Transitional Housing, Safe Haven, Permanent Supportive Housing, and Rapid Re-housing programs are required to complete the Housing Inventory Chart (HIC).
 - Add the overnight street or known location count and record unsheltered numbers
 - Providers that use Service Point must use the ART reports to get their numbers (0630 and 0628).
 - Providers that do not use Service Point must record the total numbers, demographics, and subpopulation information on the Non-WISP PIT Form.



IMPACT ON FEDERAL FUNDING

- **Continuum of Care (COC) Collaborative Application**

- In the 2013 Application, there were 130 points possible. 22 points (17% of application) were related to the Point-in-Time count, process, or results.
- Scoring on the application impacts new funding and continued renewal funding for COC-funded projects.
- The Housing Inventory Chart (HIC) is used by the COC Application in the following ways:
 - It shows how many programs and beds are available.
 - It shows how many programs use HMIS.
 - It is used to calculate the utilization rate in the Annual Homeless Assessment Report (AHAR).

- **Annual Homeless Assessment Report (AHAR)**

- AHAR compares the data in HMIS with the information reported in the HIC in order to calculate the HMIS participation rate and the true program utilization rate.
- In order for data to be accepted by HUD, each type of program (ES, TH, and PH) must have 50% HMIS participation rate and 70% program utilization rate.
- If the participation rate is too low, the data will be rejected. This results in a loss of points on the COC Collaborative Application.

- **Emergency Solutions Grant (ESG)**

- Failure to report accurate beds and monthly census counts and/or participating in the overnight Point-in-Time count will result in a loss or reduction of funding.



RESOURCES

- Notice CPD-13-011, HUD – HIC/PIT Data Collection (November 2013)
- <https://onecpd.info/resources/documents/Notice-CPD-13-011-2014-HIC-and-PIT-Data-Collection-Notice.pdf>
- HUD – Preparing for your 2014 Housing Inventory and Point-in-Time Counts Webinar (December 2013)
- <https://www.onecpd.info/training-events/courses/preparing-for-your-2014-housing-inventory-and-point-in-time-counts-webinar1/>

