



Housing Inventory Count Survey Training – SSVF & RRH Providers

January 22, 2018

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Housing Keeping Rules

- All lines have been muted
- During the presentation, please utilize the chat box
- If time allows, lines will be opened for questions
 - Please raise hand
 - If connected via computer, please ensure mic is working. If not, please ask question through the phone call in option



Learning Objectives

- Understand the Housing Inventory Count (HIC) Process and Purpose
- Be able to complete the HIC survey for each RRH and SSVF project at your agency



Agenda

- Common Terms
- HIC History & Purpose
- HIC Process
- HIC Survey Sections
- Common Mistakes
- Due Date
- Helpful Tips
- Resources



Housing Inventory Count Common Terms & Acronyms

- Housing Inventory Count (HIC)
- Point-in-Time (PIT)
- U.S Department of Housing Urban Development (HUD)
- Homeless Data Exchange (HDX)
- Chicago Program Model Chart (PMC)
- Continuum of Care (CoC)



What is the Housing Inventory Count?



Housing Inventory Count History & Purpose

History

- HUD requirement
- Annually conducted
- Last 10 days in January
- In conjunction with the Point-in-Time Count

Purpose

- Contributes to Annual Homeless Assessment Report (AHAR)
- Bed and Unit Inventory utilized for Coordinated Entry
- Contributes to CoC application
- Data informed decisions on funding decisions



Housing Inventory Count 2018 Changes

- The VA designated components within its GPD programs

Component in GPD	Project Type in the HIC
Bridge Housing	Transitional Housing
Low Demand	Safe Haven
Service Intensive Transitional Housing	Transitional Housing
Hospital to Housing	Transitional Housing
Clinical Treatment	Transitional Housing
Transition in Place	Permanent Housing - OPH



Housing Inventory Count 2017 Process

- HIC Trainings
- HIC Submissions
- Follow Up
- HDX Submission



Who Needs to Submit a HIC Survey Rapid Re-housing

All RRH project(s) that have beds and units dedicated to serve homeless persons and/or families which

1. Are actively enrolled in RRH on the night of the count, including persons who are only receiving supportive services in the RRH project
2. Are in permanent housing on the night of the count



Who Needs to Submit a HIC Survey SSVF

All VA Supportive Services for Veteran Families (SSVF) project(s) that has beds and units dedicated to serve homeless persons and/or families which

1. Are actively enrolled in SSVF on the night of the count
2. Are in permanent housing on the night of the count
3. Not receiving only SSVF homelessness prevention services only



How Many & Due Date

- A separate HIC survey must be completed for each project within your agency
- HIC contains questions related to the PIT (January 25, 2018)
- Each HIC survey must be submitted no later than **5pm on Monday, January 29, 2018** **online via SurveyGizmo**



2018 HIC Survey Sections

- I. Project Information
- II. Project Type
- III. Target Population
- IV. HIC Beds
- V. New & Under Development Beds
- VI. Bed Occupancy
- VII. HMIS Participation
- VIII. Specialized Beds
- IX. HIC Units
- X. Unit Occupancy



Section I: Project Information

- Agency Name
- Primary Contact
 - Full Name
 - Title
 - Email Address
- Secondary Contact
 - Full Name
 - Email Address
- Site Address
- Funding Sources



Section I: Project Information

- For Projects with Multiple Sites

Site-based - Single Project Address

Site-based - Multiple Sites Address (enter address where majority of beds & units located):

Tenant-based - Scattered Sites (enter address where majority of beds & units located)

Domestic Violence - Address Confidential



Section I: Project Information

- Funding Sources

- RRH → ESG
- RRH → CoC
 - HHS RHY
 - HOPWA
 - HUD/VASH
- PIH
- SSVF/GPD → VA
- Other – Private, CBDG, CLIHTF



Section I: Project Information

Login - HIC Information

In order to facilitate the 2018 HIC submission, we have set up the survey to prepopulate with responses from the 2017 HIC. In order for this information to show, you must enter a Username and Password. We have created the [2017 HIC Submission Chart](#) which will show the Project Name and HMIS ID as submitted in 2017. The Username is exactly as it is listed in the [2017 HIC Submission Chart](#). The password is the HMIS ID associated with the Project.

Username: Project Name

Password: HMIS ID



Section I: Project Information

- 2017 HIC Submission Chart:

<http://bit.ly/2017HICAccess>



HMIS ID	Agency Name	Project Name	Chicago Program Mod
133	A Little Bit of Heaven	A Little Bit of Heaven - ESRN Overnight Prc	Emergency/Overnight
167	A Safe Haven Foundation	A Safe Haven - 1801 S. Wabash SROs	Permanent Supportive
163	A Safe Haven Foundation	A Safe Haven - 618 S. Wabash SROs	Permanent Supportive
1375	A Safe Haven Foundation	RRH Expansion Project	Rapid Rehousing Progr
943	A Safe Haven Foundation	A Safe Haven Interim Family	Interim Housing
1016	A Safe Haven Foundation	A Safe Haven- Interim Women and Family	Interim Housing
1044	A Safe Haven Foundation	GPD VA Grants Per Diem	Interim Housing



Section I: Project Information

- 2017 HIC Submission Chart – New Programs

1000	New Agency Name	New ES Program	Please Update	Emergency Shelter
2000	New Agency Name	New IH Program	Please Update	Transitional Housing
2001	New Agency Name	New PHS/TS Program	Please Update	Transitional Housing
2002	New Agency Name	New PSH Program	Please Update	Permanent Housing - Permanent Supportive Housing
2003	New Agency Name	New OPH Program	Please Update	Permanent Housing - Other Permanent Housing
2004	New Agency Name	New RRH Program	Please Update	Permanent Housing - Rapid Re-Housing
3000	New Agency Name	New SH Program	Please Update	Safe Haven



Section II: Project Type

- 2017 HIC Information Prepopulates
 - Chicago Program Model
 - HUD Type
 - Bed Type (Emergency Shelter Only)
- Confirmation of Data
- Additional Questions only if corrections are needed



Section II: Project Type

- Chicago Program Models Chart – Revised February 2017

**Chicago Plan 2.0: A Home for Everyone
Program Models Chart**

Contents

Core Values of Chicago's Homeless Services Continuum.....	3
Core Elements	4
Permanent Housing (PH).....	6
Permanent Supportive Housing (PSH).....	6
Permanent Housing with Short-term Supports (PH/ST).....	7
Rapid Rehousing (RRH).....	8
Other Homeless Services.....	8
Homelessness Prevention (HP).....	10
Homelessness Prevention (HP).....	10
Interim Housing (IH).....	11
Interim Housing.....	11
Specialized Supportive System of Services.....	11



Section III: Target Population

- 2017 HIC Target Population Prepopulates
 - A target population is not mandatory
- Confirmation of Data
- Additional Questions if corrections needed



Section IV: HIC Beds

- 2017 HIC Total Occupied Beds Information Prepopulates
 - Only indicate clients placed in **permanent housing** at time of HIC
 - Do not count individuals awaiting placement
- Bed and Unit Availability (ES Only)
- Overflow Beds (ES Only)
- Confirmation of Data
- Additional Questions if corrections needed



Section IV: HIC Beds

- Total Beds – Prepopulate of Beds Occupied in 2017
 - Total Occupied Beds in 2018

This question is only for your reference. Please complete any necessary updates in the following questions

	Total Beds	Bed & Unit Availability (Emergency Shelters Only)	Overflow Beds (Emergency Shelters Only)
2017	<input type="text" value="19"/>	<input type="text" value="N/A - Not an Emergency Shelter"/>	<input type="text" value="N/A - Not an Emergency Shelter"/>



Section V: New/Under Development Beds

- RRH and SSVF projects will not indicate any New or Under Development Beds to report on the HIC



Section VI: Bed Occupancy

- HIC Occupied Beds vs Unoccupied
 - Indicate by Household Type
 - Only indicate those occupied

	Occupied Beds *	Vacant/Unoccupied Beds *	Cribs *
Households without Children *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Households with at least one adult and one Child *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Households with only Children *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total (Sum of the Columns Above) *	<input type="text"/>	<input type="text"/>	<input type="text"/>



Section VI: Bed Occupancy

- Full capacity
 - Projects will be required to enter as “At Full Capacity” for the purpose of the HIC



Section VII: HMIS Participation

- 2017 HIC Information Prepopulates
 - Yes – All Beds Participate in HMIS
 - Yes – Some Beds Participate in HMIS
 - No – This Project is a Domestic Violence Project
 - No – This Project does not Participate

• Confirmation of data

• Additional questions if corrections are needed



Section: VIII: Specialized Beds

• 2017 HIC Prepopulate Information on Specialized (Dedicated) Beds

• 3 Dedicated Beds Types

- Chronic Homeless Beds (only for PSH)
- Veteran Beds
- Youth Beds
 - Youth Age Range

• Confirmation of data

• Additional questions if corrections are needed



Section: VIII: Specialized Beds

• Household Type

25. Based on the Number of Dedicated Beds, please indicate the type of Households the dedicated bed will serve.

*Please note the total number of beds cannot exceed the total number of Funded Beds for this Project. **

	Chronic Homeless Bed	Veteran Bed	Youth Bed
Households with No Children	<input type="text"/>	<input type="text"/>	<input type="text"/>
Households with at least one Adult and one Child	<input type="text"/>	<input type="text"/>	<input type="text"/>
Households with Only Children	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>



Section: IX: HIC Units

- 2017 HIC Unit Information Prepopulates

Total Units	
2017	<input type="text" value="15"/>

- Confirmation of data
- Additional questions if corrections are needed



Section: X: Unit Occupancy

- Total Unit Numbers

– Only complete based on Occupied Units

	Occupied Units *	Unoccupied Units *
Households without Children *	<input type="text"/>	<input type="text"/>
Households with at least one adult and one Child *	<input type="text"/>	<input type="text"/>
Households with only Children *	<input type="text"/>	<input type="text"/>
Total *	<input type="text"/>	<input type="text"/>



Section X: Unit Occupancy

- Full capacity

– Projects will be required to enter as “At Full Capacity” for the purpose of the HIC



Beds vs. Units

- **Bed:** a piece of furniture used for sleep (typically a framework with a mattress)
- **Unit:** is intended to be considered as a separate living quarter. A single room can be seen as a separate living quarter or an apartment



Confirmation Page

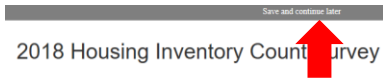
- Thank You Page
- Confirmation Email
 - PDF of HIC submission
 - Proof of submission

Thank You!
Thank you for completing the 2017 Housing Inventory Count. An email confirmation with a copy of your submission will be sent the email address provided.



Save and Return Later

- Option to Save Progress and Return Later



- Be sure email address is correct! Link is unique and cannot be resent

Save and continue later

Please supply an email address to save your progress. A unique link will be emailed to you that will allow you to return where you left off.

Email:

Verify Email:



Common Mistakes

• What is wrong?

Total Sum of Occupied Must equal 50

	Occupied Beds *	Unoccupied Beds *	Cribs *
Households without Children *	20	<input type="text"/>	0
Households with at least one adult and one Child *	0	<input type="text"/>	0
Households with only Children *	0	<input type="text"/>	0
Total *	20	<input type="text"/>	0

Total equals 20

Total Beds



Common Mistakes

• What is wrong?

Total Occupied Units

	Occupied Units *	Unoccupied Units *
Households without Children *	20	<input type="text"/>
Households with at least one adult and one Child *	<input type="text"/>	<input type="text"/>
Households with only Children *	<input type="text"/>	<input type="text"/>
Total *	20	<input type="text"/>

Total Equals 22

Total Units



Common Mistakes

• What is wrong?

Be sure the Dedicated Beds match Funding

Please select all the VA funding received. *

SSVF: Supportive Services for Veteran Families Program

GPD: Grant and Per Diem Program

GPD TDP: Grant and Per Diem Program Transition in Place

HCHV/EH: Community Contract Emergency Housing - Health Care for Homeless Veterans

HCHV/RT: Community Contract Residential Treatment Program

HCHV/SH: Community Contract Safe Haven Program

CWT/TR: Compensated Work Therapy-Transitional Residence

Other VA Funding:

Chronically Homeless Beds (PSH Projects only)	Veteran Beds
2016 N/A: No CH Beds	<input type="text" value="N/A: No Veteran Beds"/>



Common Mistakes

- What is wrong?

RRH/SSVF Projects
Please account all children
to one bed and not
doubled up

Chicago Program Model	
2016	Rapid Rehousing Program

2	Small Children Double Up
1	Number of Bed(s)



Common Mistakes

- The Page will not allow me to move forward!
What is wrong?

Review to
ensure all
questions
have been
answered

▲ There was an error on your page. Please correct any required fields and resubmit again. [Go to the first error](#)

▲ This question is required

18. Based on the 2017 HIC Dedicated Beds, are these numbers accurate for this Project in 2018? *

- Yes - the numbers listed above are correct
- No - the numbers listed above are incorrect



Due Date

- A separate HIC survey must be completed for each applicable project within your agency
- Surveys must be submitted via SurveyGizmo (no PDFs will be accepted) – Survey online starting January 25th
- Questions in HIC related to the night of the count (January 25th)
- Each HIC survey must be submitted no later than **5pm on Monday, January 29, 2018**



Helpful Tips

- Review the HIC PDF version to view all the questions
- Have HIC information available prior to entering into SurveyGizmo
- Ensure PIT questions are correctly answered
- Opportunity to Save and Return
- Contact the CoC team if have any questions about the HIC



Resources

- HIC Webinar Trainings and resources will be posted to the All Chicago website
<https://allchicago.org/COC/COCProgramCompetition>



Questions



Who to Contact

- HIC Survey Questions
Christophe Valcourt
cvalcourt@allchicago.org
312-379-0301 ext 40

- HMIS related Questions
hmis@allchicago.org



Remember

- Questions in HIC related to the night of the count (January 25th)
- SSVF and RRH complete bed occupancy only for those in permanent housing
- Each HIC survey must be submitted no later than **5pm on Monday, January 29, 2018**



Thank You for Attending!