2020 Housing Inventory Count (HIC) Survey Training

Max Burns
Learning Objectives

Understand the Housing Inventory Count (HIC) Process and Purpose

Learn about the new HIC survey.

Be able to complete the HIC survey for each program at your agency
Agenda

HIC History & Purpose
What is New
  • HIC Process
  • HIC Survey
Due Date
Helpful Tips
Resources/Contacts
Context, History, and Purpose
Housing Inventory Count Common Terms & Acronyms

Housing Inventory Count Homeless Data Exchange (HDX)
Pre-HIC Continuum of Care (CoC)
Point-in-Time (PIT)
U.S Department of Housing Urban Development (HUD)
Housing Inventory Count History (HIC) & 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
A Note: 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
What is New with the HIC?
Why Change the HIC?

1. To improve the accuracy of HMIS Inventory data

2. To reduce the workload
   - We would like to conduct this process all through HMIS in the future

3. Improve our reporting to HUD
2020 HIC - 2 Phases

Phase one occurred November 7 - November 12, 2019.
The ‘Pre-HIC’ verified data found in 2020 Pre-HIC Reference Report from HMIS
Must confirm or update data relating to the following elements

- Project information
- Project type
- Target population
- Units (Funded, Over-capacity, Total)
- Beds (Funded, Over-capacity, Total)
- Emergency Shelter Beds (ES Project type only)
- HMIS participation
2020 HIC - 2 Phases

Phase two will start January 23 - January 27
The HIC will ask questions about projects’ occupancy and vacancy on January 23.

- Unit occupancy
- Bed occupancy
- Dedicated beds
- Inventory in development
Who Needs to Submit a HIC Survey

Any project that has beds and units dedicated to serve homeless persons and/or families

1. The project verifies homeless status as part of its eligibility determination

2. The actual project clients are predominantly homeless
Who Needs to Submit a HIC Survey

HUD Project Types included in the HIC:

A. Emergency Shelter (ES)
B. Transitional Housing (TH)
C. Safe Haven (SH)
D. Joint Transitional Housing and Rapid Rehousing (J-TH/RRH)
E. Permanent Housing (PH)
   1.) Permanent Supportive Housing (PSH)
   2.) Rapid Re-housing (RRH)
   3.) Other PH
      • PH – Housing with Services (no disability required)
      • PH – Housing Only
How Many and Due Date

A separate Pre-HIC survey must be completed for each project within your agency.

Each HIC survey must be submitted no later than **5:00 PM on Monday, January 27, 2020**
2020 HIC Survey Sections

Section 1: Unit Occupancy

Section 2: Bed Occupancy

Section 3: Dedicated Beds

Section 4: Inventory in Development
The 2020 HIC Survey
<table>
<thead>
<tr>
<th>Project ID</th>
<th>Provider</th>
<th>Provider Level</th>
<th>HUD Standards Information Program Type Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>239</td>
<td>Franciscan Outreach Association Streets to Home Initiative - Case Management (239)</td>
<td>3</td>
<td>PH - Permanent Supportive Housing (disability required for entry) (HUD)</td>
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<tr>
<td>239</td>
<td>Franciscan Outreach Association Streets to Home Initiative - Case Management SUMMARY</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Good News Partners New Life Interim Housing (249)</td>
<td>3</td>
<td>Emergency Shelter (HUD)</td>
</tr>
<tr>
<td></td>
<td>Good News Partners New Life Interim Housing SUMMARY</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Healthcare Alternative Systems Transitional Housing (259)</td>
<td>3</td>
<td>Transitional housing (HUD)</td>
</tr>
<tr>
<td></td>
<td>Healthcare Alternative Systems Transitional Housing SUMMARY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HMIS 2020 HIC Reference Report: Link will be emailed Tuesday, January 21
Login - HIC Information

We have created the **HMIS 2020 Pre HIC Reference Report** which will show the Provider/Project SUMMARY and HMIS Project ID as it is in HMIS. The Username must be entered exactly as it is listed in the **HMIS 2020 Pre HIC Reference Report**. The password is the HMIS ID associated with the Project.

Username: Provider/Project SUMMARY

Password: HMIS Project ID

In order for the Login to function properly, please copy the Project Name directly from the **HMIS 2020 Pre HIC Reference Report** and paste into the Username Box.
**Helpful tip**

Hold “Control” and “F Key” on keyboard to ‘find’ HMIS IDs or Project Names by highlighting the column you wish to search.

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### HMIS 2020 HIC Reference Report

#### Search Bar

Search bar will appear – enter your search term

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![Search Bar](image.png)
New Project Login Information

HMIS 2020 HIC Reference Report – New Projects

- 1000: New ES Program
- 2002: New PSH Program
Project Information

Agency Name

Primary Contact
• Full Name
• Title
• Email Address

Secondary Contact
• Full Name
• Email Address
The Night of January 23

1. Did individuals or families enter your project and become housed the night of January 23, 2020? *
   - Yes - Individuals entered the project and became housed the night of January 23, 2020
   - No - No one entered the project because the project was full the night of January 23, 2020
   - **No - No one entered the project and the project was not full the night of January 23, 2020**

2. How many individuals did the project serve the night of January 23, 2020?
   
   For projects that participate in the Point-in-Time (PIT) Sheltered Count: this number must match the total sum of the project’s DFSS PIT Count tally sheets. *

   Number of Individuals
1. Did individuals or families enter your project and become housed the night of January 23, 2020? *
   - Yes - Individuals entered the project and became housed the night of January 23, 2020
   - No - No one entered the project because the project was full the night of January 23, 2020
   - No - No one entered the project and the project was not full the night of January 23, 2020

2. How many individuals did the project serve the night of January 23, 2020?

For projects that participate in the Point-in-Time (PIT) Sheltered Count: this number must match the total sum of the project’s DFSS PIT Count tally sheets.*

Number of Individuals
NOTE:

Singles, Families, and Children Only Beds and Units
- We know the number of ‘Singles’ by subtracting ‘Families’ and ‘Children Only’ (18 Years and younger) from the ‘Total’ number of Beds or Units
- The math for beds and units is always the same - you subtract Families and Children Only from the Total number of Beds or Units

If we have a project with 100 Units total and 50 Units are for Families and 0 Children Only units…

100 Total Units – 50 Family Units = 50 Singles Units
Section 1: Unit Occupancy

Definitions

**Total Unit Inventory**: The number of funded units plus the number of over-capacity units will equal the total unit inventory. This will be listed on the 2020 HMIS HIC Reference Report.

**Occupied Units**: Units used by participants/consumers on the night of January 23, 2020
Section 1: Unit Occupancy

3. How many of the units listed on the HMIS 2020 HIC Reference Report were occupied on the night of January 23, 2020?

If you had no Vacancies, indicate the project's total number of units.

Number of Occupied Units: 40

4. Of the total Occupied Units above, how many of your units served households with at least 1 adult and 1 child?

If your project does not serve any households with at least 1 adult and 1 child, indicate '0'.

Number of Occupied Units serving at least 1 adult and 1 child: 15

5. Of the total Occupied Units above, how many of your units served households with only children?

If your project does not serve any households with only children, indicate '0'.

Number of Occupied Units serving only children: 5

[Logo: All Chicago, making homelessness history]
Section 2: Bed Occupancy

Definitions

**Total Bed Inventory**: The number of funded beds plus the number of overcapacity beds will equal the total Bed Inventory. This will be listed on the 2020 HMIS HIC Reference Report.

**Occupied Beds**: Beds used by participants/consumers on the night of January 23, 2020
Section 2: Bed Occupancy

6. How many of the beds listed on the HMIS 2020 HIC Reference Report were occupied on the night of January 23, 2020?

If you had no Vacancies, indicate the project's total number of beds.

Number of Occupied Beds 70

7. Of the total Occupied Beds above, how many of your beds served households with at least 1 adult and 1 child?

If your project does not serve any households with at least 1 adult and 1 child, indicate '0'.

Number of Occupied Beds serving at least 1 adult and 1 child 45

8. Of the total Occupied Beds above, how many of your beds served households with only children?

If your project does not serve any households with only children, indicate '0'.

Number of Occupied Beds serving only children 0
Section 3: Dedicated Beds

Previously, a 'Dedicated Bed' was any bed dedicated to the following three subpopulations: Individuals experiencing Chronic Homeless, Veterans, and Youth.

As of October 1, 2019, HUD updated national HMIS data standards and altered how Dedicated Beds are reported. You will indicate what Target population your project serves.
All beds funded by HUD or another Federal Partner dedicated to the listed subpopulations below must be reported as Dedicated Beds:

- Chronically Homeless Veterans
- Youth Veterans
- Any Other Veterans
- Chronically Homeless Youth
- Any Other Youth
- Any Other Chronically Homeless

Projects that have beds specifically for any of the populations listed above will report the subpopulation dedicated beds when prompted.
## Section 3: Dedicated Beds

### 9. Veteran Dedicated Beds

<table>
<thead>
<tr>
<th></th>
<th>Beds Dedicated to Chronically Homeless Veterans</th>
<th>Beds Dedicated to Homeless Youth Veterans (individuals 24 years of age and below)</th>
<th>Beds Dedicated to Any Other Veterans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Individuals</td>
<td>20</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Households with At Least 1 Child and 1 Adult</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### 10. Youth Dedicated Beds

<table>
<thead>
<tr>
<th></th>
<th>Beds Dedicated to Chronically Homeless Youth</th>
<th>Any Other Beds Dedicated to Youth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Individuals</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Households with At Least 1 Child and 1 Adult</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### 11. Other Chronic Homeless Dedicated Beds

<table>
<thead>
<tr>
<th></th>
<th>Any Other Beds Dedicated to Chronic Homeless Individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Single Individuals</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Households with At Least 1 Child and 1 Adult</strong></td>
<td>45</td>
</tr>
</tbody>
</table>
Section 4: Inventory in Development

If your project's capacity increased in beds and/or units from February 1, 2019 to January 31, 2020; the inventory will be considered as "Current".

**Current Beds/Units:** Your current beds are any available for occupancy on the night of January 23, 2020.

**Under Development Beds/Units:** Any beds and/or units that are fully funded in FY19 and will be available for occupancy by February 2021.
12. Will this project have new, fully funded Beds and/or Units ready for occupancy by February 2021?

- Yes - Our project will have new fully funded Beds and/or Units that are not available for occupancy currently, but will be available by February 2021.

- No - Our project will not have new Beds and/or Units by February 2021.

You indicated this project will have new, fully funded Beds and/or Units that will be ready for occupants by February 1, 2021.

Please record the total number of new Beds and/or Units below.*

Number of Beds in development  
Number of Units in development  

Thank You Page

Confirmation Email
  • PDF of HIC submission
  • Proof of submission
I am submitting a HIC Survey for a new project?
• Use recent HMIS ID and Project Title on the HMIS Report – it will be the same as the ‘2019 NOFA’ process, except if a correction was addressed

A project is not listed on the 2020 HMIS HIC Reference Report?
• Contact Max Burns (cocprograms@allchicago.org) as soon as you can
Questions
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 23.

Each Pre HIC survey must be submitted no later than 5:00 PM on Monday, January 27, 2020.
Helpful Tips

Review the PDF version to view all the questions

Have information available prior to entering into SurveyGizmo

Opportunity to Save and Return

Contact the CoC team if have any questions about SurveyGizmo or HIC Processes
Save and Return Later

Option to Save Progress and Return Later

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

2020 HIC Survey
Resources

HIC Webinar Trainings and resources will be posted to the All Chicago website

www.allchicago.org/COC/Updates

OR

http://www.allchicago.org/who-we-are/chicago-alliance/coc-funded-projects

HMIS Shelter Point Trainings

https://hmis.allchicago.org/hc/en-us/articles/360038056212-Point-In-Time-2020-
Who to Contact

HIC Survey Questions
Max Burns
cocprograms@allchicago.org
312-379-0301 ext. 149

HMIS related Questions
hmis@allchicago.org