Housing Inventory Count Survey Training

January 23, 2017
10:30-12:00pm
Elizabeth Perez

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)
- Beds
- Units
- 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)
• Contributes to CoC application
• Data informed decisions on funding decisions

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
2. No longer homeless and 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. No longer homeless and are in permanent housing on the night of the count
3. Not receiving only SSVF homelessness prevention services only

Who Needs to Submit a HIC Survey

GPD - TIP

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

1. Are actively enrolled in GPD-TIP on the night of the count
2. No longer homeless and are in permanent housing on the night of the count

*Awaiting confirmation from VA Liaison on HUD Classification*

How Many & Due Date

• A separate HIC survey must be completed for each applicable project within your agency

• Each HIC survey must be submitted no later than **5pm on Monday, January 30, 2017**
2017 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
Section I: Project Information

- Funding Sources
  - ESG
  - CoC
  - HHS RHY
  - HOPWA
  - HUD/VASH
  - PIH
  - VA
  - Other – Private, CBDG, CLIHTF

Section I: Project Information

- Funding Sources – RRH
  - Know if funded through CoC or ESG

- Funding Sources – SSVF/GPD
  - Please indicate if the Project receives any of the following funding sources:
    - HHS RHY: Health and Human Services Recovery; Recovery Act
    - HOPWA: HUD Housing Opportunities for Persons with AIDS
    - HUD VASH: HUD Veterans Affairs Supportive Housing
    - PDI/Other: VA (Public and Indian Housing; PDI) Program (non-VASH), including public housing and lease
      guarantee that is dedicated to veterans programs
    - VA: Department of Veterans Affairs
    - Other (such as Private, CBDG, CLIHTF, HUD funding)
    - N/A: This project does not receive any of the funding sources listed above
Section I: Project Information

• Funding Sources – SSVF or GPD - TIP

2016 HIC Submission Chart
Section I: Project Information

• 2016 HIC Submission Chart – New Programs

Section II: Project Type

• 2016 HIC Information Prepopulates
  – Chicago Program Model
  – HUD Type
  – Bed Type (Emergency Shelter Only)

• Confirmation of Data

• Additional Questions if corrections needed
Section II: Project Type

• Chicago Program Models Chart – Revised 12/2014

Section II: Project Type

• HUD types

Section III: Target Population

• 2016 HIC Target Population Prepopulates
  – A target population is not mandatory

• Confirmation of Data

• Additional Questions if corrections needed
Section IV: HIC Beds

- 2016 HIC Total Occupied Beds Information
  Prepopulates
  - Only indicate clients placed in PSH 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 V: New/Under Development Beds

- RRH, SSVF, GPD-TIP 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

<table>
<thead>
<tr>
<th>Household with Children</th>
<th>Occupied Beds</th>
<th>Unoccupied Beds</th>
<th>Column</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section VI: Bed Occupancy

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

17. Was this project at full capacity as of the start of the reporting period? *
   - Yes
   - No

Section VII: HMIS Participation

• 2016 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

- 2016 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

![Survey Table](image)

Section: IV: HIC Units

- 2016 HIC Unit Information Prepopulates
- Confirmation of data
- Additional questions if corrections are needed
Section X: Unit Occupancy

- Total Unit Numbers
  
  Only complete based on Occupied Units

<table>
<thead>
<tr>
<th>Occupied Units</th>
<th>Unoccupied Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Households without Children</td>
<td></td>
</tr>
<tr>
<td>Households with at least one adult and one child</td>
<td></td>
</tr>
<tr>
<td>Households with sub Children</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Section X: Unit Occupancy

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

17. Was this project at full capacity as of the night of January 30th? *
   
   ◯ Yes
   ◯ No

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

Common Mistakes

• What is wrong?
  Total Sum of Occupied Must equal 50

Common Mistakes

• What is wrong?
  Total equals 20
Common Mistakes

• What is wrong?

Total Occupied Units

<table>
<thead>
<tr>
<th>Occupied Units</th>
<th>Unoccupied Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>28</td>
</tr>
</tbody>
</table>

Total: 22

Must type in “0”

Common Mistakes

• What is wrong?

Be sure the Dedicated Beds match Funding

Common Mistakes

• What is wrong?

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

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

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)

• Each HIC survey must be submitted no later than 5pm on Monday, January 30, 2017

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
Save and Return Later

- Option to Save Progress and Return Later
- Be sure email address is correct! Link is unique and cannot be resent

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

Upcoming Trainings

- HIC webinars will be available online

For other Program Models

- HMIS Bed List Trainings – now available for Projects participating in PIT Sheltered Count
- PIT In-Person Trainings – began January 17th, please register for training with DFSS
Questions

Who to Contact

- HIC Survey Questions
  Elizabeth Perez
  cocprograms@allchicago.org
  312-379-0301 ext 20

- HMIS related Questions
  hmis@allchicago.org

- PIT Questions
  Felicia Collins
  Felicia.Collins@cityofchicago.org

Thank You for Attending!