Housing Inventory Count Survey Training

January 19, 2017
2:00-3:30pm
Elizabeth Perez

Housing Keeping Rules

• All lines have been muted
• During the presentation, please enter questions in the chat box
• If time allows, I will open up lines 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 program at your agency

• Linkage to upcoming trainings for the Point-in-Time Count
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
All projects 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
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

- Site-based - Single Project Address
- Site-based - Multiple Sites - Address of majority of beds & main location
- Tenant-based - Scattered Sites (some address visible or majority of beds & main location)
- Desires: Violence - Address Confidential

Section I: Project Information

• Funding Sources
  ➢ ESG
  ➢ CoC
  ➢ HHS RHY
  ➢ HOPWA
  ➢ HUD/VASH
  ➢ PIH
  ➢ VA
  ➢ Other – Private, CBDG, CLHTF
Section I: Project Information

- 2016 HIC Submission Chart

<table>
<thead>
<tr>
<th>Password</th>
<th>Agency Name</th>
<th>Project Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>110</td>
<td>Mercy Home</td>
<td>Mercy Home</td>
<td>Emergency Shelter</td>
</tr>
<tr>
<td>310</td>
<td>South Haven</td>
<td>South Haven</td>
<td>Emergency Shelter</td>
</tr>
<tr>
<td>510</td>
<td>South Haven South</td>
<td>South Haven South</td>
<td>Emergency Shelter</td>
</tr>
<tr>
<td>710</td>
<td>SAFE Haven WEST</td>
<td>SAFE Haven WEST</td>
<td>Emergency Shelter</td>
</tr>
<tr>
<td>910</td>
<td>Safe Haven</td>
<td>Safe Haven</td>
<td>Permanent</td>
</tr>
<tr>
<td>920</td>
<td>Safe Haven</td>
<td>Safe Haven</td>
<td>Permanent</td>
</tr>
<tr>
<td>440</td>
<td>Safe Haven South</td>
<td>Safe Haven South</td>
<td>Permanent</td>
</tr>
<tr>
<td>330</td>
<td>Safe Haven Estates</td>
<td>Safe Haven Estates</td>
<td>Permanent</td>
</tr>
<tr>
<td>220</td>
<td>Transitional</td>
<td>Transitional</td>
<td>Permanent</td>
</tr>
</tbody>
</table>

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

1. You indicated the Chicago Program Model Type for this project. Please indicate the current Chicago Program Model Type for this project.

The Chicago Program Model Type was revised on 2/8/16. We encourage you to review the updated Chicago Program Model Type to ensure you classify the project correctly.

- Interim Housing (III)
- Emergency Shelter (ES)
- Youth Intensive Permanent Supports Housing (YTPS)
- Youth Supported Transitional Housing (YSTH)
- Youth Project-Based Transitional Housing (YPBT)

Section II: Project Type

2. You indicated the HUD Type was incorrect for this project. Please indicate the correct HUD type for this project.

- Transitional Housing (TH): a project that is designed to provide temporary housing, and assists with the transition to stable housing for residents of an eligible household in need or at risk of homelessness.
- Emergency Shelter (ES): a project that offers temporary shelter for individuals or families, and assists with stabilization and transition to permanent housing.
- Permanent Housing (PH): a project that offers permanent housing to individuals or families, and assists with stabilization and transition to permanent housing.
- Youth Intensive Permanent Supports Housing (YTPS): a project that offers permanent housing, and assists with stabilization and transition to permanent housing.
- Youth Supported Transient Housing (YSTM): a project that offers permanent housing, and assists with stabilization and transition to permanent housing.
- Youth Project-Based Transitional Housing (YPBT): a project that offers permanent housing, and assists with stabilization and transition to permanent housing.
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 Beds Information Prepopulates
  - May be different from grant indicated amount
  - Has to be actual beds available at project
- Bed and Unit Availability (ES Only)
- Overflow Beds (ES Only)
- Confirmation of Data
- Additional Questions if corrections needed

Section IV: HIC Beds

- Total Beds – All beds available at this Project
  - Incorporate all new beds that came online after the 2016 HIC
  - Universe number

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

<table>
<thead>
<tr>
<th>2nd Bed</th>
<th>Bed &amp; Unit Availability (Emergency Shelter Only)</th>
<th>Overflow Beds (Emergency Shelter Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>10</td>
<td>No Overflow Beds Available</td>
</tr>
</tbody>
</table>

all Chicago
making homelessness history
Section IV: HIC Beds

• ES, TH, IH, PHwSS, Youth IH/TH and SH Projects: HIC Occupied Beds MUST MATCH PIT Tally numbers

1. Please enter the total number of people in this project on the night of the count. This step matches the total number of occupied beds as indicated in previous sessions.

For ES, TH, IH, PHwSS, and SH projects: the number must match the DPH Primary Site Tally sheet.

• For all other Program Models: the number of people in the project must match the beds occupied number

Section VI: Bed Occupancy

• HIC Occupied Beds vs Unoccupied
  – Based on the occupancy of project for the night of January 26th
  – Indicate by Household Type

Section V: New/Under Development Beds

• New Beds from February 1, 2016 to January 31, 2017 (from the last HIC to now)
  – May be a subset of total number or the entire total number (if program is just began to operate in 2016)

• Under Development Beds from February 1, 2017 to January 31, 2018
Section VI: Bed Occupancy

- Indicate if there were any vacant (unoccupied) beds
  - Any bed available for a person (unoccupied)
  - If no vacancies = at full capacity

Section VI: Bed Occupancy

- Not at Full Capacity, additional questions will show
  - Number of unoccupied beds
  - Whether beds would have been for
    a.) Households without Children (Singles)
    b.) Households with Children (Families)
    c.) Households with Only Children (Children under 18)
    d.) A combination of those listed

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

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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
  - Occupied vs. Unoccupied (vacant)

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

- Not at Full Capacity, additional questions show
  - Number of unoccupied (vacant) units
  - Indicate if unit would have been for
    a.) Households without Children (Singles)
    b.) Households with Children (Families)
    c.) Households with Only Children (Children under 18)
    d.) Combination of those listed

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 Must equal 59

Total equals 22

Common Mistakes

• What is wrong?

Total equals 22

Thank You!
Thank you for completing the 2017 Housing Inventory Count. An email confirmation with a copy of your submission will be sent to your inbox upon receipt.
Common Mistakes
• What is wrong?

Must type in "0"

Total Equals 22

Be sure to indicate the Target Population matches Program Model Description

Be sure to indicate the Dedicated Beds matches Program Model Description
Common Mistakes

• What is wrong?

<table>
<thead>
<tr>
<th>PSH Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title</td>
</tr>
</tbody>
</table>

Please account all children to one bed and not doubled up

<table>
<thead>
<tr>
<th>Small Children Doubled Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Beds</td>
</tr>
</tbody>
</table>

Common Mistakes

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

Review to ensure all questions have been answered

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 webinar for RRH, SSVF and GPD projects on January 23rd from 10:30am-12pm

• 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!