2017 Housing Inventory Count (HIC) Guidance Document

What projects are included?

All housing types—Emergency Shelter (ES), Transitional Housing (TH), Rapid Re-Housing (RRH), and Permanent Supportive Housing (PSH)—must provide information for the Housing Inventory Count (HIC).

What about the beds?

The HIC is the companion report to the K-Count. While the K-Count provides information about the number of people who were staying in emergency shelters (ES) and transitional housing (TH) projects on the night of the point-in-time count (January 25, 2017), **the primary purpose of the HIC is to provide information on the number of beds/units that were available on the night of the count (regardless of whether or not the beds were occupied).** Added together, all of these beds/units make up Kentucky Balance of State's homeless response system. **The HIC shows a community's housing resource capacity. The K-Count shows how many of the ES and TH beds included on the HIC were actually utilized.**

What do I need to do?

A HIC form should be filled out for <u>each</u> individual ES, TH, RRH and PSH project. If your agency has more than one project—for example: 1 ES, 1 TH, and 2 PSH projects, you need to submit a separate HIC form for each of the 4 projects. HMIS users, non-HMIS users, and Victim Service Providers alike should fill out forms for their programs.

What information do I need to provide?

Review the HIC form to see the complete list of questions. In addition to basic information such as organization and project name, address, project type, etc. you will be asked how your project's beds (and units) were used on the night of January 25, 2017.

You will need the **total number of beds and units broken down by household type**. In addition, you will need to provide further information about any of those beds that were **HMIS beds; beds dedicated to veterans; youth**; and, for permanent supportive housing programs, the number of beds for **chronically homeless.**

Bed and Unit Availability pertains to **<u>Emergency Shelter Only</u>** as these beds may change. Year-round beds are available all year. Seasonal beds are not available year- round, but instead are available on a planned basis, with set start and end dates, during an anticipated period of higher demand. F*or the HIC, identify only the total number of seasonal beds available for occupancy on the night of the K-count.* Overflow beds are available on an ad hoc or temporary basis during the year in response to demand that exceeds planned (year-round or seasonal) bed capacity. *For the HIC, identify the total number of overflow beds that were available for occupancy on the night of the K-count.*

Bed Inventory: The total number of beds available for occupancy (these beds could have been filled on the night of the K-Count OR they could have been empty) on the night of the K-Count for each household type.

> **ATTENTION: Rapid Rehousing Projects SPECIAL INSTRUCTIONS:** Unlike the rest of the project types, **RRH projects will list inventory based on the number of people who were enrolled in their project AND also in permanent housing (with or without rental assistance) on the night of the count.** This is because RRH projects have participants who may be enrolled in the project (i.e., "have an HMIS entry date) currently, but who are still homeless (e.g., staying in an emergency shelter) and seeking permanent housing **AND** participants who have located and are residing in permanent housing while still enrolled in the project (i.e., no "exit date").
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> RRH projects that do not have any participants in permanent housing on the night of the K-count (e.g., all participants are still in emergency shelter) should report zero (0) beds and zero (0) participants. **For the purpose of reporting in the HIC**, CoCs should count RRH beds and units based on the actual number of current project participants who are:
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> - actively enrolled in the project on the night of January 25, 2017, including persons who are only receiving supportive services in the RRH project; **and**
> - are in permanent housing on the night of January 25, 2017. **This number can be obtained by running the ESG CAPER report from HMIS and looking at Q22c. (Instructions for running this report are attached at the end of this document).**

If your beds and units are fixed, such that your project dedicates (restricts) a certain number of beds for use by only one specific household type, list how the beds are set-aside below. For example, if you have 10 beds and 6 of them are restricted for use only by "Households with children" and the remaining 4 are restricted for use only by "Households without children", separate the beds accordingly as shown below. You would distribute your units the same way. Assuming you have a total of 6 units and 2 are for households with children and 4 are for households without children, separate the units accordingly as shown below. **For projects where the number of beds per unit varies** or beds can be used by different household types, divide the beds based on how the bed(s) were used on the night of January 25th, 2017. If the facility is not at full capacity on the night of the count, then extrapolate the distribution based on the prorated distribution of those who are served on the night of the count.

What is an HMIS bed? For the purpose of reporting in the HIC, a bed is considered "an HMIS participating bed" if the agency records all universal data elements (UDE) on all clients served in that bed into HMIS. Assuming all beds listed in the example below do in fact record these UDEs for clients in those beds, the number of "HMIS Beds" would mirror the number of beds recorded for each household type as shown below.

HH **WITH** children

Beds	Units	HMIS Beds
6	2	6

HH **WITHOUT** children

Beds	Units	HMIS Beds
4	4	4

HH with **ONLY** children

Beds	Units	HMIS Beds

If the project does not use HMIS, you would leave the "HMIS Beds" box blank but fill in the other boxes as noted below.

HH **WITH** children

Beds	Units	HMIS Beds
7	3	-

HH **WITHOUT** children

Beds	Units	HMIS Beds
3	3	-

HH with **ONLY** children

Beds	Units	HMIS Beds
2	2	-

What if your beds can be used by more than one household type? If your project does **NOT restrict** (not set-aside) the use of your beds by household type, then distribute the beds based on how they were used on the night of the 2017 K-Count (January 25, 2017). For example, let's assume your project has 12 beds and on the night of the count, 7 of them were being used by households with children, 3 were being used by single females, and 2 were being used by households with only children, the numbers would be as shown below. List how your total number of units were distributed on the night of the count as well.

Unit Inventory: The total number of units available for occupancy on the night of the K-count for each household type. Projects that do not have a fixed number of units (e.g., a congregate shelter program) may record the bed inventory, the number of residential facilities operated by the program, or the number of rooms used for overnight accommodation.

Determining dedicated Chronic Homeless, Youth, and Veteran Beds: The number of beds dedicated to house these specific participants and their household members (if applicable). A dedicated bed is a bed that must be filled by person who qualifies as chronically homeless, a youth, or a veteran (or a member of their household) who qualifies for the project unless there are no specified persons located within the geographic area who qualify. **Chronically Homeless** will apply to Permanent Supportive Housing programs only and is a subset of the total PSH bed inventory.

VASH vouchers: must be counted for the night of the HIC count. How many are available for use on the night of the HIC (to determine bed count) and how many were being used on the HIC night (for the PITC number).

What do I do now that I'm done?

The completed form for each of your projects should be sent to the Housing Contract Administration (HCA) Help Desk (a.k.a. HMIS Help Desk). You can find the Help Desk by following this link: https://kyhmis/zendesk.com/home.

Step 1: **Select "Submit a Request"** in the top right corner of the page.

Step 2: **Enter your email address.**

Step 3: **For "My question is related to:"** please select "CoC Continuum of Care Program"

Step 4: **For "Please refine my question topic:"** please select "Housing Inventory Chart"

Step 5: **For "CoC Location"**, please select "BOS"

Step 6: **For "Subject"**, please enter "2017 HIC"

Step 7: **For "Description"**, please write the name of the project for which you are submitting the HIC form (e.g. Welcome House Kings Crossing)

Step 8: **Attach the project's HIC form**, by clicking "Add file" and selecting the appropriate file from your computer.

Step 9: **Click "Submit"**

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For more information on the PIT/HIC go to HUD's website:
https://www.hudexchange.info/resources/documents/Notice-CPD-16-060-2017-HIC-PIT-Data-Collection-Notice.pdf

HOW TO RUN THE ESG CAPER report (for RRH programs): From ServicePoint, go to

Reports and then pick ESG CAPER (this can be used for both ESG and CoC RRH projects).
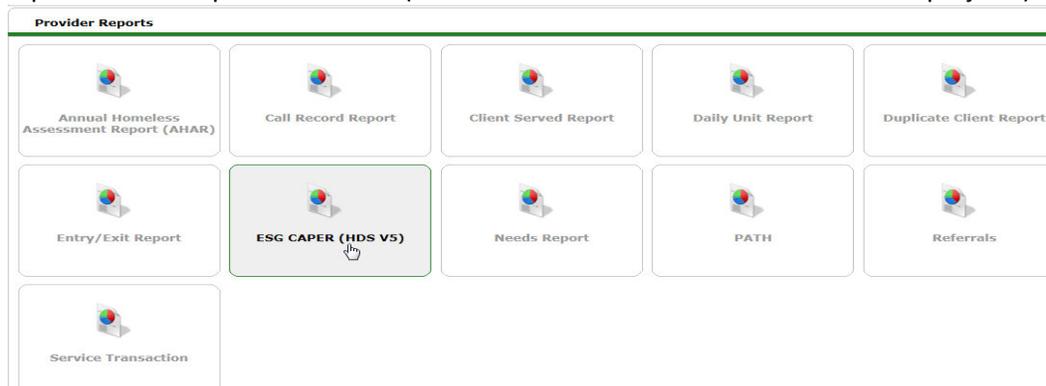
Report OPTIONS: Select Provider and do a Search to find your program. Be sure to use the correct Program Date Range as shown below AND check the HUD box next to the Entry/Exit as shown below. Then click on **BUILD REPORT.**
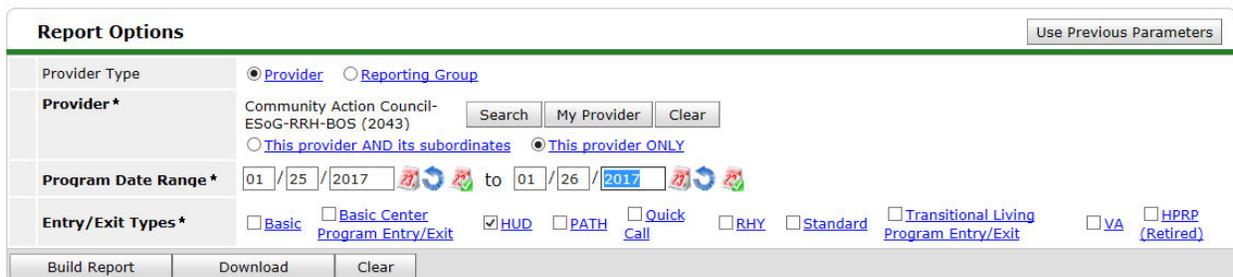
Scroll down to see the report. Check your data on **Q22c of the report.** This should show all clients that have "moved in". To see what clients are included in the numbers shown, click on any of the "Blue" numbers for a pop-up list of client ID's and names that are included in that number. The total number of people in your project also in permanent housing is shown in the "Total" column and row as shown with the red circle below. This "Total" is your K-Count Number. The green circles show the total number of people you had in each household type on the night of the K-Count. These are the numbers you use to complete the chart in Question 27 on the HIC Questionnaire form.

22c – RRH Length of Time between Project Entry Date and Residential Move-in Date					
Length	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	5	2	3	0	0
8-14 days	0	0	0	0	0
15-21 days	1	1	0	0	0
22-30 days	0	0	0	0	0
31 to 60 days	3	3	0	0	0
61 to 180 days	1	1	0	0	0
181 to 365 days	0	0	0	0	0
365 to 730 Days (1-2 Yrs)	1	1	0	0	0
Data not collected	6	1	5	0	0
Total	17	9	8	0	0

To appear on this report, the client must have the Residential Move-in Data field filled in in HMIS on the Entry/Exit page.

RRH & STREET OUTREACH CLIENTS ONLY (Mandatory-Must complete with a "Yes" or a "No." If "Yes" must complete the

In Permanent Housing - (Rapid Re-Housing and Outreach Clients Only)	Yes ⌄ G
Residential Move-in Date	12 / 15 / 2016 G