

# Ohio Balance of State Continuum of Care 2012 Point-in-Time Count and Housing Inventory Chart Guidance

## Introduction to the Point-In-Time Count and Housing Inventory Chart

### *Purpose and Requirements: An Overview*

The U.S. Department of Housing and Urban Development (HUD) requires counts of sheltered (annual) and unsheltered homeless persons (bi-annual) for those communities receiving McKinney-Vento funding through the Continuum of Care (CoC) application process. These are called Point-in-Time Counts (PIT), as they occur during one day, the last ten days of January.

HUD also requires the annual completion of a Housing Inventory Count (HIC), which provides an overview of a community's homeless program inventory. *The HIC must be completed on the SAME DAY as the PIT Count.*

Collecting data on the numbers and characteristics of homeless individuals and families as well as homeless services capacity can serve additional purposes over and beyond meeting HUD requirements. Accurate counts offer several benefits including:

- Providing support for local planning efforts by identifying unmet needs and trends in size and characteristics of homeless populations
- Supplying guidance for development of more effective programming and services
- Raising awareness of homelessness
- Assisting with allocation of resources around local priorities
- Targeting interventions for certain homeless sub-populations
- Identifying community goals
- Assisting in measuring progress toward homelessness reduction goals<sup>i</sup>

All communities in the Ohio Balance of State Continuum of Care (BOSCO) must complete their counts on the same date and submit all HIC and PIT data to COHHIO by the required submission date. *COHHIO, in turn, submits the data to HUD on behalf of the Ohio BOSCO.*

## Changes to 2012 BOSCO HIC & PIT Guidance

Beginning in 2012, HUD will require ANNUAL sheltered counts of homeless persons. Although HUD still only requires unsheltered counts of homeless biennially, *the BOSCO requires them annually.*

In 2012, HUD clarified that unsheltered counts of homeless that occur during the PIT Count date should take place during the night of the PIT Count. For the BOSCO, this means that unsheltered counts (except for those utilizing service-based screenings) should occur between sunset on January 24<sup>th</sup> (the official PIT Count date) and sunrise on January 25<sup>thii</sup>.

In 2012, the HIC will include an additional category for beds and units for households with only children. The categories for beds and units for households with at least one adult and one child, and households without children will remain as well.

In 2012, HUD added a bed type category to the HIC for transitional housing programs. Communities will now need to indicate if TH beds are facility-based or voucher beds.

In 2012, VA Domiciliary Care for Homeless Veterans beds that were categorized as emergency shelter beds in 2011 will now be categorized as transitional housing in the HIC. If your community did not list any VA Dom beds for Homeless Veterans beds in the 2011 HIC then you will NOT be reporting any in 2012.

## **Housing Inventory Chart Guidance**

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As always, BOSCOB counties and local CoCs must complete an annual HIC. The HIC must be completed on the same day as the PIT Count (January 24, 2012). The HIC includes inventory and capacity information about the following five program types:

- Emergency Shelters
- Transitional Housing Programs
- HPRP – Rapid Re-Housing Beds only
- Safe Havens
- Permanent Supportive Housing Programs

### *HIC Reporting*

In early January 2012, COHHIO will email all BOSCOB local CoC chairs/co-chairs the 2012 PIT & HIC Data Reporting Tool. The 2012 PIT & HIC Data Reporting Tool is an excel workbook that includes spreadsheets to update all required HIC information as well as a spreadsheet for PIT data reporting. Please note, a SurveyMonkey tool will NOT be used for 2012 PIT data reporting. The 2012 PIT & HIC Data Reporting Tool will include HIC information that communities provided in 2011. Communities will simply need to update inventory and PIT Count information for each program type and add details about any new programs (or those under development) in a community. Detailed instructions for completing the tool will be included in the workbook itself. Communities should also refer to the *Ohio Balance of State Continuum of Care 2012 PIT & HIC Guidance: Supplement* for additional guidance about how to capture various non-CoC funded programs in their HIC and PIT.

To ensure that HIC and PIT data reporting goes as smoothly and as efficiently as possible, all communities and local CoCs are encouraged to identify a contact person (or persons) for the collection and reporting of HIC and PIT data to COHHIO. The HIC/PIT contact person(s) should be identified prior to the count, and is responsible for ensuring that accurate local data is submitted. This person will also be responsible for working with local providers to correct any errors in HIC and PIT data that COHHIO identifies. Lastly, the HIC/PIT contact person should share final HIC and PIT counts with the local community.

### *PIT Counts for Programs in HIC*

As always, BOSCOB counties and local CoCs must provide PIT Count data for each program and program type in their HIC, including Permanent Supportive Housing Programs (PSH). In 2012, communities must use the PIT Count data from the 1/24/12 PIT Count. Since the HIC and PIT are integrally related, it's important to remember that the total number of sheltered persons reported in a community's PIT Count data (persons in emergency shelter, transitional housing, and safe havens) should exactly match the total PIT Count number for those same program types in the HIC. *Please note, although local CoCs should not report persons in PSH programs in the PIT Data, they are required to provide PIT Count numbers for each PSH program in the HIC.* When completing the 2012 HIC & PIT Data Reporting Tool, communities should compare the numbers reported in the PIT data spreadsheet with the total PIT numbers for each program type in the HIC spreadsheets to ensure they match exactly. Any inconsistencies will have to be corrected.

## Point-in-Time Count Guidance

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Ohio BOSCO communities and local CoCs should conduct their sheltered and unsheltered PIT Counts on **Tuesday, January 24, 2012** (going into the morning of 1/25/12).

For the sheltered count, communities should count all persons who, on the night of January 24<sup>th</sup>, were sleeping in beds designated for homeless persons and provided by emergency shelter, transitional housing, or safe haven programs.

Unsheltered counts that involve enumerators walking the streets of a community or visiting known locations should take place at some point between the evening of January 24<sup>th</sup> and sunrise on January 25<sup>th</sup>. For example, if your community typically conducts its unsheltered count at 4am on the day of the PIT Count, then in 2012 the unsheltered count should take place at 4am on January 25<sup>th</sup>. Although the 2012 HIC & PIT Count date is technically on Tuesday, January 24<sup>th</sup>, the overnight period going into January 25<sup>th</sup> will be included as part of the official 2012 PIT Count for purposes of counting unsheltered homeless persons.

Those communities using service-based screenings to locate people who were unsheltered during the PIT Count, should ask where people slept *on the night of January 24<sup>th</sup>*, and define that period as beginning at sunset on January 24<sup>th</sup> and ending at sunrise on January 25<sup>th</sup>.

### *Required Data Collection*

BOSCO communities should report to COHHIO the basic data on unsheltered and sheltered homeless persons that HUD mandates. This does not preclude communities from collecting local-level information on other items they deem important, such as the numbers of families doubled-up or marginally housed. Following are the basic data CoCs must count at minimum, as required by HUD<sup>iii</sup>:

### *For sheltered homeless*

- Number of adults, children, and unaccompanied children in emergency shelters, safe havens, and transitional housing
- Number of adults considered to be:
  - seriously mentally ill
  - chronic substance abusers
  - persons with HIV/AIDS
  - victims of domestic violence
- Number of adults who are chronically homeless
- Number of families, and persons in families, who are chronically homeless
- Number of veterans who are sheltered

### *For unsheltered homeless*

- Number of adults, children, and unaccompanied children who are unsheltered
- Number of adults who are chronically homeless
- Number of families, and persons in families, who are chronically homeless
- Number of veterans who are unsheltered

The requirements to count unsheltered veterans and unaccompanied children were new in 2011, as well as the requirement to count sheltered and unsheltered chronically homeless families (and number of persons in those families). The definitions for *chronically homeless family*, *veteran*, and *unaccompanied children* can be found in the definitions section of this document.

### *Data Collection Methods*

There are several data collection methods communities may choose for their PIT counts. The methods chosen often vary by community size, available resources, previously identified local homeless population characteristics, and volunteer capacity. Following are the most commonly utilized methods as identified by HUD, COHHIO, and participants in the previous PIT Counts.

#### *For sheltered homeless*

- HMIS data
- Homeless Service Provider Surveys
- Service-Based Screening/Interview
- Some combination of both methods

#### *For unsheltered homeless*

- Street Count/Public Places Count
- Service-Based Screening/Interview
- Some combination of both methods

### *Data Collection Tools*

BOSCOC communities continue to have discretion in selecting data collection tools that best meet their local needs. However, all tools should at least collect the minimum data on sheltered and unsheltered homeless persons as outlined above.

### *PIT Count Data Reporting*

As described previously for the HIC, COHHIO will email all BOSCOC local CoC chairs/co-chairs the 2012 PIT & HIC Data Reporting Tool in early January 2012. The 2012 PIT & HIC Data Reporting Tool is an excel workbook that includes spreadsheets to update all required HIC information and to report local PIT data. A SurveyMonkey tool will NOT be used for 2012 PIT data reporting. If there are questions about which programs to include in the HIC or which people to include the PIT Count, local CoCs should first refer to the *Ohio Balance of State Continuum of Care 2012 PIT & HIC Guidance: Supplement*.

**Completed 2012 PIT & HIC Data Reporting Tools should be submitted to COHHIO ([coc@cohhio.org](mailto:coc@cohhio.org)) by 5pm, Tuesday, February 28, 2012.**

## **Ohio BOSCOC PIT Count & HIC 2012 Planning Details**

**DATE of PIT Count and HIC Update:** Tuesday, January 24, 2012

**TIME:** 12:00am, January 24, 2012 – sunrise, January 25, 2012

**PARTICIPANTS:** All 80 counties within the Ohio BOSCOC

**DATA SUBMISSION:** 2012 PIT & HIC Data Reporting Tool is due to COHHIO ([coc@cohhio.org](mailto:coc@cohhio.org)) by 5pm, Tuesday, February 28, 2012

## **Important Dates**

- December 16, 2011 – 2012 HIC & PIT Count Training Webinar
- January 24, 2012 – 2012 BOSCOC PIT Count Date
- February 28, 2012 – 2012 HIC & PIT Count Reporting Tool due to COHHIO ([coc@cohhio.org](mailto:coc@cohhio.org))



## Definitions

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**Chronically Homeless Person or Family:** an unaccompanied homeless individual (18 or older) with a disabling condition or a family with at least one adult member (18 or older) who has a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in emergency shelter during that time (not people in transitional housing programs)<sup>iv</sup>.

**Dependent Child(ren):** persons under the age of 18<sup>v</sup> accompanied by one or more adults.

**Disabling Condition:** a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.<sup>vi</sup>

### **Details on Disability<sup>vii</sup>**

- 1) A person shall be considered to have a disability if such person has a physical, mental, or emotional impairment, which is expected to be of long-continued and indefinite duration; substantially impedes his or her ability to live independently; and is of such nature that such ability could be improved by more suitable housing conditions.
- 2) A person will also be considered to have a disability if he or she has a severe and chronic developmental disability, which is a severe, chronic disability that is
  - (i) Attributable to a mental or physical impairment or combination of mental and physical impairments
  - (ii) Is manifested before the person attains age 22
  - (iii) Is likely to continue indefinitely
  - (iv) Results in substantial functional limitations

**Emergency shelter:** any facility, the primary purpose of which is to provide temporary shelter for the homeless in general or for specific populations (e.g., domestic violence, HIV/AIDS, Veterans, etc.) of the homeless.<sup>viii</sup>

- o **Persons staying in emergencies shelters should be included in 2012 PIT Count and HIC**

**Episode:** a separate, distinct, and sustained stay on the streets and/or in an emergency homeless shelter.<sup>ix</sup>

**Family:** households with dependent children.<sup>x</sup>

**Homeless:** according to HUD, a person is considered homeless ONLY when he/she resides in one of the places described below at the time of the count:

*An unsheltered homeless person resides in:*

- *A place not meant for human habitation, such as cars, parks, sidewalks, alleys, transportation depots, abandoned buildings, commercial establishments (e.g., movie theaters, laundromats, restaurants), chicken coops or other farm outbuildings, campgrounds, or on the street<sup>xi</sup>.*

*A sheltered homeless person resides in:*

- *An emergency shelter*

- *Transitional housing for homeless persons who originally came from the streets or emergency shelters*

Emergency shelters (including temporary emergency shelters only open during severe weather) and transitional housing include domestic violence shelters, residential programs for runaway/homeless youth, and any hotel/motel/apartment voucher arrangements paid for by a public/private agency because the homeless person is homeless<sup>xii</sup>.

**Households Without Dependent Children:** single individuals and adult-only households, such as couples without children.<sup>xiii</sup>

**Individual:** single adult men (18 or older), single adult women (18 or older), single male youth (under 18), single female youth (under 18), and single persons of undetermined age or gender.<sup>xiv</sup>

**Service-Based Count:** homeless count method that utilizes the strategy of reaching out to persons based on their use of non-shelter services (e.g., soup kitchens, food pantries, Health Care for the Homeless facilities, outreach programs and mainstream social service agencies).<sup>xv</sup> These counts can be completed either by interviewing the homeless person(s) and/or pulling data from an agency's information system.

**Street/Public Places Count:** system of counting homeless that utilizes a defined territory (known locations and/or covering every block) and intensity of data collection (counting, observation, and/or the use of interviewing). This approach is often utilized to find homeless persons in non-service locations (e.g., streets, parks, public buildings, vehicles, etc).<sup>xvi</sup>

**Transitional housing:** a Supportive Housing Program component intended to facilitate the movement of homeless individuals and families to permanent housing. Homeless persons may live in transitional housing programs for up to 24 months and receive supportive services that enable them to live more independently.<sup>xvii</sup> The supportive services may be provided by the organization managing the housing or coordinated by them and provided by other public or private agencies. Transitional housing can be provided in one structure or several structures, at one site or in multiple structures at scattered sites.

- o **Persons staying in transitional housing should be included in 2012 PIT Counts and HIC**

**Unaccompanied Children:** minors (under 18 years of age) not in the physical custody of a parent or guardian, including those living in inadequate housing such as shelters, cars, or on the streets.<sup>xviii</sup>

**Unsheltered:** places not meant for human habitation<sup>xix</sup>, including automobiles, sidewalks, streets, parks, alleys, parking ramps, part of the highway system, transportation depots, all night commercial establishments (e.g., truck stops, grocery stores), abandoned buildings, farm outbuilding and other similar places.

- o **Persons living in places not meant for human habitation should be included in 2012 PIT Counts and HIC**

**Veteran:** person who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

**Victim(s) of Domestic Violence:** person(s) who has been injured either emotionally, physically, or sexually through the "willful intimidation, assault, battery, sexual assault or other abusive

behavior perpetrated by one family member, household member, or intimate partner against another”.<sup>xx</sup>

## Additional Helpful Definitions

***Permanent Housing for Persons with Disabilities:*** Supportive Housing Program component that provides long-term, community-based housing and supportive services for homeless persons with disabilities.<sup>xxi</sup>

- **Persons staying in permanent supportive housing should not be included in 2012 PIT Count**
- **However, persons in these programs must be reported in the PIT Count column of the HIC for this program type**

***Precariously Housed:*** people on the edge of becoming literally homeless who may be doubled up with friends and relatives or paying extremely high portions of their resources for rent. The group is often characterized as being at imminent risk of becoming homeless.<sup>xxii</sup> Examples of precariously housed individuals who **should not** be counted in PIT Counts or on the HIC:

- Persons living doubled up
- Persons residing in housing that is severely rent burdened
- Formerly homeless persons living in Section 8 Single Room Occupancy units, Shelter Plus Care, Supportive Housing Program Permanent Housing or other permanent housing units
- Children or youth, who because of their own or a parent’s homelessness or abandonment now reside temporarily or for a short anticipated duration in hospitals, residential treatment facilities, emergency foster care, or detention facilities
- Adults in mental health facilities, chemical dependency facilities, or criminal justice facilities.<sup>xxiii</sup>

**Persons living in precariously housed situations should not be included in 2012 PIT Count or HIC.**

**However, individual communities may choose to count these individuals/families for their own planning purposes.**

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- <sup>i</sup> Office of Community Planning and Development. (2008). *A guide to counting unsheltered homeless people, second revision*. Washington, DC: US Dept. of HUD. & Office of Community Planning and Development. (2008). *A guide to counting sheltered homeless people, revised*. Washington, DC: US Dept. of HUD.
- <sup>ii</sup> U.S. Department of Housing and Urban Development. (2011, December 7). *2012 Housing Inventory Count and Point-in-Time Count of Homeless Persons Data Collection Guidance*. Washington, DC: Author.
- <sup>iii</sup> Office of Community Planning and Development. (2008). *A guide to counting unsheltered homeless people, second revision*. Washington, DC: US Dept. of HUD.
- <sup>iv</sup> Office of Community Planning and Development. (2008). *A guide to counting unsheltered homeless people, second revision*. Washington, DC: US Dept. of HUD.
- <sup>v</sup> Office of Community Planning and Development. (2008). *A guide to counting unsheltered homeless people, second revision*. Washington, DC: US Dept. of HUD.
- <sup>vi</sup> Office of Community Planning and Development. (2008). *A guide to counting unsheltered homeless people, second revision*. Washington, DC: US Dept. of HUD.
- <sup>vii</sup> Section 223 of the Social Security Act (42 U.S.C. 423).
- <sup>viii</sup> Office of Community Planning and Development. *Emergency Shelter Grant Desk Guide*. Washington, DC: US Dept. of HUD.
- <sup>ix</sup> Office of Community Planning and Development. (2008). *A guide to counting unsheltered homeless people, second revision*. Washington, DC: US Dept. of HUD.
- <sup>x</sup> Office of Community Planning and Development. (2008). *A guide to counting sheltered homeless people, revised*. Washington, DC: US Dept. of HUD.
- <sup>xi</sup> Office of Community Planning and Development. (2008). *A guide to counting unsheltered homeless people, second revision*. Washington, DC: US Dept. of HUD.
- <sup>xii</sup> Office of Community Planning and Development. (2008). *A guide to counting sheltered homeless people, revised*. Washington, DC: US Dept. of HUD.
- <sup>xiii</sup> Office of Community Planning and Development. (2008). *A guide to counting sheltered homeless people, revised*. Washington, DC: US Dept. of HUD.
- <sup>xiv</sup> Office of Community Planning and Development. (2008). *A guide to counting unsheltered homeless people, second revision*. Washington, DC: US Dept. of HUD.
- <sup>xv</sup> Office of Community Planning and Development. (2008). *A guide to counting unsheltered homeless people, second revision*. Washington, DC: US Dept. of HUD.
- <sup>xvi</sup> Office of Community Planning and Development. (2008). *A guide to counting unsheltered homeless people, second revision*. Washington, DC: US Dept. of HUD.
- <sup>xvii</sup> Office of Community Planning and Development. (2008). *Supportive Housing Program Desk Guide*. Washington DC: US Dept. of HUD.
- <sup>xviii</sup> McKinney-Vento Homeless Assistance Act, Section 725.
- <sup>xix</sup> Office of Community Planning and Development. (2008). *A guide to counting unsheltered homeless people, second revision*. Washington, DC: US Dept. of HUD.
- <sup>xx</sup> The National Center for Victims of Crime. <http://www.ncvc.org>
- <sup>xxi</sup> Office of Community Planning and Development. (2008). *Supportive Housing Program Desk Guide*. Washington DC: US Dept. of HUD.
- <sup>xxii</sup> Office of Community Planning and Development. (2008). *A guide to counting unsheltered homeless people, second revision*. Washington, DC: US Dept. of HUD.
- <sup>xxiii</sup> Office of Community Planning and Development. (2008). *A guide to counting sheltered homeless people, revised*. Washington, DC: US Dept. of HUD.