



# 2020 Housing Inventory Training

**The webinar will begin shortly**

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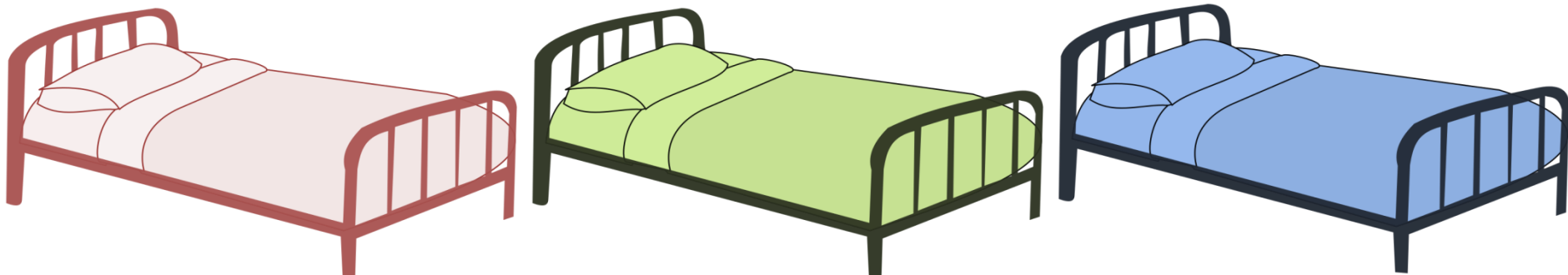
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# Agenda for Today

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- Housing Inventory Counts
- Data Entry for the Bed Count Only (HIC)
- Demonstration of the PIT App Database  
<https://app.nutmegit.com/HMISPortal>

*For today it's all about the beds, not the people!*



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Think Change • Be Change • Lead Change

# Overview

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*According to HUD:*

- The Housing Inventory Count (HIC) is a point-in-time inventory of provider projects within a Continuum of Care that provide beds and units dedicated to serve persons who are homeless, categorized by six Project Types: Emergency Shelter; Transitional Housing; Rapid Re-housing; Safe Haven; Permanent Supportive Housing; and Other Permanent Housing

# Housing Inventory Counts

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- Why we do this: This informs HUD of the capacity to meet the needs of people experiencing homelessness in your CoC
- It's the “other part” of the Point-in-Time count process that includes updating the Housing Inventory for every area
- This includes shelters, transitional housing projects, permanent supportive housing, other permanent housing, and rapid re-housing projects
- The process for this will again be coordinated through an online data entry program where every agency updates the project capacity and total people served on the night of the count
- Regional Coordinators work with CoC Leadership, providers, CCEH, and Nutmeg to be sure all projects are correctly identified and all new, under development, and closed projects are properly accounted for on the HIC

# Data Entry for the HIC (Bed Counts)

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- All Homeless Service Providers enter information in to the online PIT Database
  - This includes confirming the project capacity (bed count), address, and funding sources by November 21<sup>st</sup> & the total people served on the night of the count (January 21<sup>st</sup>)
  - Housing Innovations in the Balance of State CoC and Kadian DeRosa in the Fairfield County CoC reviewed your bed capacity and may have made changes to reflect your project information to be in line with what was submitted for the NOFA. You will need to confirm the data!
  - You will also be required to enter the total people in that project ON THE NIGHT OF PIT (January 21st)

# Data Entry for the HIC (Bed Counts)



- **Continuing & New This Year:**
  - Providing your agency AND each project's address (DV programs will now need to provide a zip code of the project's location)
    - If you have multiple sites for a scattered site project, you will be reporting the address where most of the beds and units are located
  - Reporting Dedicated Beds by Household Type
    - Chronic, Veteran, and Youth-Households with Children, Households without Children, and Households with Only Children
  - All Projects will need to identify Housing Type (Site Based-Single, Site based Clustered/Multiple site, or Tenant-based)
  - Federal Funding Sources need to be identified for each project- Including the McKinney Vento Funding Source (CoC or ESG types of funding for example)
  - GPD providers will need to indicate the their appropriate project type on the HIC (Transitional Housing or Other Permanent Housing)

## Special Note about Rapid Rehousing

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- Rapid Rehousing projects will need to wait to confirm their bed inventories until the night of the count (January 21).
- The bed inventory for a rapid rehousing project must be identical to the number of people who are housed and receiving services (case management without rental payments counts!)
- Even though you will not be able to determine your inventory now, you will still be able to update/confirm the other project specific information required on the HIC by 11/21.
- On the night of PIT you will need to send your bed inventory information to the appropriate contact person in your CoC so that the database can be updated. (More info on the next slide!)

# Data Entry for the HIC (Bed Counts)

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- **Important Note about Bed Capacity**
  - Housing Inventory Totals were verified by the CoCs prior to the database opening for data entry
  - In general, bed counts stay the same year to year, as most grants remain the same. Bed changes should be rare and have good reason.
  - If your bed capacity is incorrect, notify [\*\*ctboscoc@gmail.com\*\*](mailto:ctboscoc@gmail.com) in Balance of State and Kadian DeRosa ([\*\*Kadian@shworks.org\*\*](mailto:Kadian@shworks.org)) in Coastal Fairfield County **by sending them a Bed Change Form** (this will be sent to Regional Coordinators who will send to providers)
  - Do NOT Copy the helpdesk on bed capacity emails. The Helpdesk should be used for technical issues such as missing programs, updating merged programs, difficulty navigating the database, etc.



# Bed Change Form Preview

## 2020 Housing Inventory Program Change Form

Program PIT Info	Project Info
Agency Name	
Project Name	
PIT ID	
Contact Name	
Phone Number	
Email	
Bed Type (ES Only)	
Housing Type	
Target Population B	

### Total Beds Available

The tables in this section count the total beds available for your program.

Households with Adults and Children	Units	Beds
Adults with Children		

Year-Round Beds for Adults Only	Male	Female	Unassigned	Total
Adults				0

Year-Round Beds for Children Only	Male	Female	Unassigned	Total
Unaccompanied Youth (Under 18)				0

## Beds Dedicated to Specific Sub-Populations

The tables in this section identify how many of the total beds from the previous section are dedicated to specific sub-populations (if any). Please note that if a household is dedicated to a specific population, then family beds are also considered "dedicated" to that population (e.g. children and spouse of Veteran are all counted as Veteran dedicated beds, and children of youth are considered to be using youth-dedicated beds)

Sub-population	Households without Children	Households with Adults and Children	Households with Only Children
Veterans			
Minors (Under Age 18)			
Youth (18 to 24)			
Minors or Youth (Under Age 25)			
Chronic Homeless			
Chronic Homeless Veteran			
Chronic Homeless Youth			

New this year

Other Beds	ES Only
Overflow Beds	
Seasonal Beds	
Seasonal Start Date	
Seasonal End Date	

Reason for change(s) - Please complete with as much detail as possible

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# Data Entry for the HIC (Compliance)

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- Data Entry into the online HIC/PIT Database must be done by 11/21/19.
  - CoC's will receive compliance reports throughout the time the database is open for entry. The data **MUST** be entered by 11/21.
- If you receive notification that corrections are necessary on your data, you will have 3 business days from the date of notification to make corrections
  - On Day 4, CoC Chairs will receive a report of agencies who have not completed their corrections

# Non-HMIS Participating Projects

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- What data am I responsible for entering?
  - As in years past – each project is responsible for entering their bed totals, project addresses, and funding sources into the online PIT database (NOT HMIS). Each project will still be responsible, even if you are not part of HMIS.
  - When it's time for PIT, you'll still be responsible for entering your people totals into the online PIT database

# The Link to the PIT Database

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- As always, the link to the PIT Database is <https://app.nutmegit.com/HMISPortal/>
- Before we see the Live Demo, we're going to review the login process and see a quick overview of the sections of the HIC information required for every project providing homeless housing or shelter in CT

# Logging Into the PIT Database



- Your login information is your HMIS username and password.
- If you do not have an HMIS username and password, but participated in the HIC/PIT last year, your username and password from last year is still the same
- If you don't have a username and password, or you don't remember your info, please email [help@nutmegit.com](mailto:help@nutmegit.com) to get your account set up

## HMIS Portal Home

Welcome.

Please [Login](#) to use this site.

## Log in.

### Log in Form

User name

Password

Log in

# Logging Into the PIT Database

- Once you log in, find the option on the list named “PIT” and click the word PIT

## HMIS Portal Home

Welcome.

### HMIS Tools Currently Available To You

These are the currently available HMIS web tools. Any that your user account has access to will be a clickable link to the application. If you need access to additional applications, then [Contact the HMIS Help Desk](#).

#### AHAR Tool

AHAR Report Tool

[\[More information...\]](#)

#### ClientList

Displays a printable list of current clients enrolled in the selected program, along with a photo, if available. Useful for a quick-glance verification of enrollment for staff to confirm client enrollment.

[\[More information...\]](#)

#### DDAP

Allows export of HMIS data in the DMHAS DDaP system format.

[\[More information...\]](#)

#### PIT

The yearly Point-In-Time Count survey web tool.

[\[More information...\]](#)

#### PPR

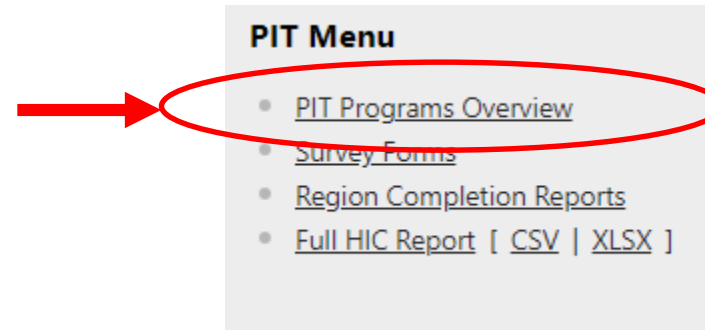
Policy & Procedure Review system.

[\[More information...\]](#)

# Logging Into the PIT Database


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- Then you will click on PIT Programs Overview on the Right side of your Screen



# Logging Into the PIT Database

- This will bring you to your project list
- To enter the screen to validate/update your HIC information, simply click “edit” under the “Bed Count” heading on your screen



Program ID	Region	Agency Name	Program Name & Location	Type	Program Reviewed	Bed Count	Population Count	Complete?
<u>6</u>	Litchfield County	<b>FISH of Northwest Connecticut</b>	<b>HDX name: Fish Shelter</b> <i>HIC name: (unspecified)</i> <i>HMIS name: FISH of NW CT - Homeless Shelter (ES)(IND)(FAM)</i> Location: Torrington, CT	ES	-	<b>Not Entered</b> [ <a href="#">Edit</a> ]	<b>Not Started</b> <i>Bed Count Incomplete</i>	
<u>7</u>	Litchfield County	<b>FISH of Northwest Connecticut</b>	<b>HDX name: GPD - Life for Vets</b> <i>HIC name: (unspecified)</i> <i>HMIS name: FISH of NW CT - VA Transitional Housing (GPD)(THP)</i> Location: Torrington, CT	TH	-	<b>Not Entered</b> [ <a href="#">Edit</a> ]	<b>Not Started</b> <i>Bed Count Incomplete</i>	
<u>1150</u>	Greater Bridgeport	<b>ABRI - Homes for the Brave</b>	<b>HDX name: ABRI - Homes for the Brave - Waldorf House (PSH) (IND) (SM)</b> <i>HIC name: (unspecified)</i> <i>HMIS name: ABRI-HomesForTheBrave-Waldorf House(PSH)(IND)(SM)(CT0050)</i> Location: Bridgeport, CT	PSH	-	<b>Not Entered</b> [ <a href="#">Edit</a> ]	<b>Not Started</b> <i>Bed Count Incomplete</i>	



# Reviewing Data in the PIT Database

- Now you can review/update your agency headquarters address and executive director information
- (Thank you to FISH in Torrington, we're using you as a demo project again this year!)

Agency Information

*If the following program information does not appear to be correct, please correct it below.*

Agency Executive Director Name

Agency Executive Director E-Mail

Agency Address

Agency City

Agency State

Agency Zip Code

# Reviewing Data in the PIT Database



- The next part is the Federal Funding Source section
- You cannot change this data here directly
- If you have to make changes, you will check the “Request Funding Source Update Phone Call” box at the bottom of the list and someone from Nutmeg will contact you to discuss the updates needed

## Federal Partner Funding Sources

CT: DOH Other Housing  
CT:DOH - HIV/AIDS Housing  
DMHAS / DDaP - Non-Treatment Program  
HHS:PATH – Street Outreach & SS Only  
HHS:RHY – Basic Cntr Prog (prevention and shelter)  
HHS:RHY – Demonstration Project  
HHS:RHY – Maternity Group Home for Pregnant and Parenting Youth  
HHS:RHY – Street Outreach Project  
HHS:RHY – Transitional Living Program  
HUD: CoC – Rapid Re-Housing  
HUD: Pay for Success  
HUD: Public and Indian Housing (PIH) Programs  
HUD:CoC – Homelessness Prevention (High Performing Comm. Only)  
HUD:CoC – Permanent Supportive Housing  
HUD:CoC – Safe Haven  
HUD:CoC – Single Room Occupancy (SRO)  
HUD:CoC – Supportive Services Only  
HUD:CoC – Transitional Housing  
HUD:CoC – Youth Homeless Demonstration Program (YHDP)  
✓ HUD:ESG – ES (operating and/or essential services)  
HUD:ESG – Homelessness Prevention  
HUD:ESG – Rapid Rehousing  
HUD:ESG – Street Outreach  
HUD:HOPWA – Hotel/Motel Vouchers  
HUD:HOPWA – Housing Information  
HUD:HOPWA – Permanent Housing Placement  
HUD:HOPWA – PH (facility based or TBRA)  
HUD:HOPWA – Short-Term Rent, Mrtg. Utility Asst  
HUD:HOPWA – Short-Term Supportive Facility  
HUD:HOPWA–Transitional Housing (fac based or TBRA)  
HUD:HUD/VASH  
HUD:Rural Housing Stability Assistance Program  
Non-HUD Funder  
PRIVATE  
VA: Community Contract Safe Haven Program  
VA: CRS Contract Residential Services  
VA: Domiciliary Care  
VA: Supportive Services for Veteran Families  
VA:Compensated Work Therapy Transitional Residence  
VA:Grant Per Diem ? Bridge Housing  
VA:Grant Per Diem ? Clinical Treatment  
VA:Grant Per Diem ? Hospital to Housing  
VA:Grant Per Diem ? Low Demand  
VA:Grant Per Diem ? Service Intensive Transitional Housing  
VA:Grant Per Diem ? Transition in Place

If these funding sources do **Not appear accurate**, then check the box below To have someone contact you about updating them. You cannot change them here.

☐

Request Funding Source Update Phone Call

# Reviewing Data in the PIT Database

- Next you will need to confirm or update the address at which your project operates
- If the project is a scattered site project, use the location in which the majority of the project's clients are housed
- Tenant-Based scattered site projects are only required to complete the zip code based on the where the majority of the clients are housed and may use the administrative address for the remaining address fields

Program Address 1  
332 South Main St

Program Address 2

Program City  
Torrington





Program State  
Connecticut ▼

Program Zip Code  
06790

*DV Providers should provide the zip code of the city in which the project operates.*

# Reviewing Data in the PIT Database

- Next you will need to confirm your program info
- Inventory Type is either CURRENT or UNDER DEVELOPMENT—There is no longer a “new” category
- Housing Type is either Site-Based-Single Site; Site-Based-Clustered Multiple Sites; or Tenant Based/Scattered Site
- There is only one Target Population Field and that is for DV or HIV serving projects

Program PIT Info	
Inventory Type	C - Current 
Bed Type	F - Facility Based 
Housing Type	Site-based - single site 
Target Population	No Target Population 

# Reviewing Data in the PIT Database

- Now you will need to check the values for your units and beds
- If your data is not correct, you will not be able to change it here—you need to fill out the bed change form as mentioned earlier and send it to [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com) or [Kadian@shworks.org](mailto:Kadian@shworks.org)

## Total Beds Available

The tables in this section count the total beds available for your program.

Households with Adults and Children				
Units (Adults w/ Children)	<input type="text" value="3"/> ?			
Beds (Adults w/ Children)	<input type="text" value="11"/> ?			

Year-Round Beds for Adults Only	Male	Female	Unassigned	Total
Adults	<input type="text" value="16"/>	<input type="text" value="8"/>	<input type="text" value="0"/>	<input type="text" value="24"/>






Year-Round Beds for Children Only	Male	Female	Unassigned	Total
Unaccompanied Youth (Under 18)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

# Reviewing Data in the PIT Database

- Dedicated Subpopulation Beds are next
- These are a subset of your overall bed totals
- These specific sub-population tables are new this year
- It's possible your beds are not dedicated to any of these sub populations and you just need to confirm that 0 appears in all the boxes
- Again, if your data is not correct, you will not be able to change it here—you need to fill out the bed change form as mentioned earlier and send it to [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com) or [Kadian@shworks.org](mailto:Kadian@shworks.org)

## Beds Dedicated To Specific Sub-Populations


The tables in this section identify how many of the total beds from the previous section are dedicated to specific sub-populations (if any).

Sub-Population	Households Without Children	Households With Adults And Children	Households With Only Children
Veterans	5 	0 	
Youth Veterans			
Chronic Homeless Veterans			
Minors (Under Age 18)			0 
Youth (Age 18-24)	0	0 	
Minors Or Youth (Under Age 25)	0	0 	0

**Note:** In this section, enter how many of the bed inventory above is dedicated to a particular target population, or "0" if no beds are designated to the target population. You should not be counting additional beds here - all beds must be accounted for above.

# Reviewing Data in the PIT Database

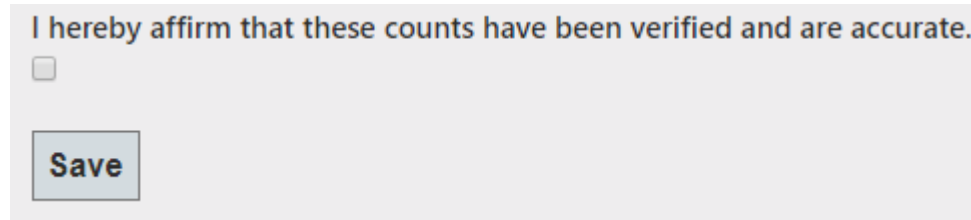
- Overflow and Seasonal Bed section applies just to Emergency Shelters
- Overflow beds are beds available on an ad hoc or temporary basis during the year in response to demand that exceeds planned capacity
- Seasonal beds are not available year-round, but are available on a planned basis with set start and end dates during an anticipated period of higher demand
- Again, if your data is not correct, you will not be able to change it here—you need to fill out the bed change form as mentioned earlier and send it to [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com) or [Kadian@shworks.org](mailto:Kadian@shworks.org)

Other Beds	
Overflow Beds	<input type="text" value="0"/>
Seasonal Beds	<input type="text" value="0"/>  Seasonal date range: <input type="text"/> through <input type="text"/>

# Reviewing Data in the PIT Database

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- Finally, you will need to check the box indicating that you verified the data and click Save
- **Even if you have bed changes, you should still click this box!**
- Completion rates are determined by the selection of this checkbox and as long as you've submitted your bed change form and verified or updated the remaining data, you've done your due diligence!



I hereby affirm that these counts have been verified and are accurate.

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Save



# Before we start the demonstration...

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## Our Contact Information

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