2021 Housing Inventory Training

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Agenda

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

Today it’s all about the beds, not the people!
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
  - Other Permanent Housing
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

- **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 ensure **all projects are correctly identified** and all new, under-development, and closed projects are properly accounted for on the HIC
All Homeless Service Providers enter information into the online PIT Database

Confirm the project capacity (bed count), address, and funding sources by Wednesday, November 18th

You will also be required to enter the total people in that project ON THE NIGHT OF PIT (Tuesday, January 26th)

Housing Innovations in the Balance of State CoC and Pam Ralston in the Fairfield County CoC reviewed your bed capacity and may have made changes to reflect your project information to be consistent with what was submitted for the NOFA.

You will need to confirm the data!
Domestic Violence Projects

- CCADV will be entering all HIC and PIT information for homeless housing projects dedicated to survivors of domestic violence throughout the state
- Contact Kelly Annelli with questions: kannelli@ctcadv.org
Data Entry for the HIC (Bed Counts)

- Provide your agency AND each project’s address
  - DV programs will 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

- Report Dedicated Beds by Household Type
  - Chronic, Veteran, and Youth-Households with Children, Households without Children, and Households with Only Children

- Identify:
  - Housing Type (Site Based-Single, Site based Clustered/Multiple site, or Tenant-based)
  - Federal Funding Sources - including the McKinney Vento Funding Source (CoC or ESG types of funding for example)
  - GPD providers will need to indicate their appropriate project type on the HIC (Transitional Housing or Other Permanent Housing)
  - Hotel beds added due to COVID should be counted as part of your overall bed count
Special Note about Rapid Rehousing (RRH)

- Must wait to confirm bed inventories until the night of the count (Tuesday, January 26th).
- RRH Bed inventory must be identical to number of people housed and receiving services (case management without rental payments counts!)
- Though not confirming beds/units inventory now, must still update/confirm address, funding source and dedicated population by Wednesday, November 18th.
  - Must click “Affirm” statement at bottom of form!
- On the night of PIT, RRH enters bed inventory information
  - Changes to the HIC are made by Nutmeg/HI/ODFC
Data Entry for the HIC (Bed Counts)

- **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 bed capacity incorrect, send bed change form to:
    - For CT BOS - ctboscoc@gmail.com
    - For ODFC – Pam Ralston (pam@shworks.org)
  - 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.
## 2021 Housing Inventory Program Change Form

### Program PIT 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.*

<table>
<thead>
<tr>
<th>Adults with Children</th>
<th>Units</th>
<th>Beds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Households with Adults and Children</td>
<td></td>
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</tbody>
</table>

### Year-Round Beds for Adults Only
- **Male**
- **Female**
- **Unassigned**
- **Total**

<table>
<thead>
<tr>
<th>Adults</th>
<th>Male</th>
<th>Female</th>
<th>Unassigned</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>0</td>
</tr>
</tbody>
</table>

### Year-Round Beds for Children Only
- **Male**
- **Female**
- **Unassigned**
- **Total**

<table>
<thead>
<tr>
<th>Unaccompanied Youth (Under 18)</th>
<th>Male</th>
<th>Female</th>
<th>Unassigned</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

### Reason for change(s) - Please complete with as much detail as possible
*This is a required field. Please indicate in the yellow field below the reason for the change in as much detail as possible. Completing this will alleviate the need for additional email and phone outreach in order to confirm changes. Examples of entries for this field are as follows: Additional funding was available for the VASH program this year, leading to more beds/units; or This project was reduced by 2 units this year, as they were placed in XYZ program instead; or due to the need for social distancing, the shelter’s full capacity will be reduced by X beds in January 2021.*

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**Click to open Bed Change form**

HIC Change form also found on [https://cceh.org/data-quality/](https://cceh.org/data-quality/)
Data Entry for the HIC
Timeline

- Database opens today! (11/4/2020)
- 11/18/2020 - Deadline for entry HIC Data Entry
  - CoCs will receive reports throughout process on programs that have/have not entered data
  - Notices will be sent to providers that have not gone in and checked “Affirm” on their data
    - Please go in and verify as early as you are able
Non-HMIS Participating Projects

- Each project (regardless of HMIS participation) is responsible for entering and/or verifying:
  - Bed/unit totals
  - Project addresses (DV enter zip code)
  - Funding sources
- Bed/unit totals and funding source changes must be made by taking additional steps
- Click “Affirm” statement at bottom so that we know projects’ data has been verified
- When it’s time for PIT, you’ll still be responsible for entering your people totals into the online PIT database
Key Dates and Links

**Wednesday, November 4th** – PIT Database Opens for Bed Counts

**Wednesday, November 18th** – PIT Database CLOSES; all changes should be in

**Tuesday, January 26, 2021** – Sheltered PIT Count

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HIC Bed Change Form - [https://cceh.org/data-quality/](https://cceh.org/data-quality/)

New HMIS Program Form - [https://cceh.org/data-quality/](https://cceh.org/data-quality/)

PIT Database - [https://app.nutmegit.com/HMISPortal/](https://app.nutmegit.com/HMISPortal/)

• *Use your HMIS login to access PIT database*

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**Nutmeg Help Desk:** help@nutmegit.com

**BOS Contact:** ctboscoc@gmail.com

**ODFC Contact:** pam@shworks.org

**CCADV Contact:** kannelli@ctcadv.org

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The Link to the PIT Database

• Link to the PIT Database: 
  https://app.nutmegit.com/HMISPortal/
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 remains the same.

• If you don’t have a username and password, or you don’t remember your info, please email help@nutmegit.com to get your account set up.
Demonstration of PIT Database

Screen shots of the PIT database included for reference.
Summary

- Database open from today (Wednesday, 11/4) through Wednesday, 11/18
  - Enter/verify as early as possible
- Link to the PIT Database: [https://app.nutmegit.com/HMISPortal/](https://app.nutmegit.com/HMISPortal/)
- Bed Change Form [https://cceh.org/data-quality/](https://cceh.org/data-quality/)
- HMIS Project Form [https://cceh.org/data-quality/](https://cceh.org/data-quality/)
  - If you have a homeless project which is not yet in the system, send form to help@nutmegit.com
- Remember to click the “Affirm” statement and “Save”
Our Contact Information

Linda Casey  
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lcasey@cceh.org

Jim Bombaci  
Nutmeg  
help@nutmegit.com

Shannon Quinn-Sheeran  
Housing Innovations  
shannon@housinginnovations.us

Liz Isaacs  
Housing Innovations  
lisaacs@housinginnovations.us

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PIT Database Reference Slides
Logging Into the PIT Database

Once you log in, find the option on the list named 'PIT' and click the word PIT.
Logging Into the PIT Database

Click on 'PIT Programs Overview' on the right side of your screen
Project List

• 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

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

• 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!)
Federal Funding Source

- Next is the **Federal Funding Source** section
- You cannot change this data here
- If you have to make changes, check the "Request Funding Source Update Phone Call" box at the bottom of the list
- Nutmeg will contact you to discuss the updates needed

### Federal Partner Funding Sources

- DHH: Other Housing
- UCHH: Priv/NAI Housing
- MHAAS / DPAP - Non-Treatment Program
- HSF: Street Outreach & IS Only
- HSRH: Basic Care Program (prevention and outreach)
- HSRH: Demonstration Project
- HSRH: Maternity Group Home for Pregnant and Parenting Youth
- HSRH: Street Outreach Project
- HSRH: 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 (VHDP)
- HUD:EGG - ES (operating and/or essential services)
- HUD:EGG - Homelessness Prevention
- HUD:EGG - Rapid Re-Housing
- HUD:EGG - Street Outreach
- HUD:OPWA – Hotel/Motel Vouchers
- HUD:OPWA – Housing Information
- HUD:OPWA – Permanent Housing Placement
- HUD:OPWA – PH (family based or TRIA)
- HUD:OPWA – Short-Term Rent, Mfg., Utility Aide
- HUD:OPWA – Short-Term Supportive Facility
- HUD:OPWA – Transitional Housing (for based or TRIA)
- HUD:USWASH
- HUD:Rural Housing Stability Assistance Program
- Non-HUD Funding
- PRIVATE
- VA: Community Contract Safe Haven Program
- VA: U.S. Contract Residential Services
- VA: Domiciliary Care
- VA: Supportive Services for Veteran Families
- VA: Compensated Work Therapy Transitional Residence
- Va:Grant For Dem 7 Bridge housing
- Va:Grant For Dem 7 Clinical Treatment
- Va:Grant For Dem 7 Hospital to Housing
- Va:Grant For Dem 7 Low Demand
- Va:Grant For Dem 7 Service Intensive Transitional Housing
- Va:Grant For Dem 7 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.*
Updating Addresses

• 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 Information

- **Inventory Type** is:
  - CURRENT or UNDER-DEVELOPMENT

- **Housing Type** is:
  - Site-Based-Single Site
  - Site-Based-Clustered Multiple Sites
  - Tenant-Based/Scattered Site

- There is only one Target Population Field for DV or HIV-serving projects
Total Beds Available

- Check the values for your units and beds
- If your data is not correct, you need to fill out the bed change form and send it to ctboscoc@gmail.com or pam@shworks.org
Dedicated Subpopulation Beds

• These are a **subset** of your overall bed totals
• If your beds are not dedicated to any of these sub-populations, confirm that '0' appears in all the boxes
• If your data is not correct, you will need to fill out the bed change form send it to [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com) or [pam@shworks.org](mailto:pam@shworks.org)

### Beds Dedicated To Specific Sub-Populations

<table>
<thead>
<tr>
<th>Sub-Population</th>
<th>Households Without Children</th>
<th>Households With Adults And Children</th>
<th>Households With Only Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans</td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Youth Veterans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chronic Homeless Veterans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minors (Under Age 18)</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Youth (Age 18-24)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Minors Or Youth (Under Age 25)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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.
Overflow and Seasonal Beds (Emergency Shelters Only)

- 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 need to fill out the bed change form and send it to ctboscoc@gmail.com or pam@shworks.org
Verify Data and Save!

• 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!