



## Housing Inventory Count Survey Training

January 7, 2016  
10:00am to 11:00am  
Elizabeth Perez



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### 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



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### 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



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## Agenda

- Common Terms
- HIC History
- HIC Purpose
- HIC Process
- What's New in 2016
- HIC Survey Sections
- Common Mistakes
- Deadline
- Helpful Tips
- Resources
- Upcoming Trainings




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## 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)




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## What is the Housing Inventory Count?




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### Housing Inventory Count History

- HUD requirement
- Annually conducted
- Last 10 days in January
- In conjunction with the Point-in-Time Count



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### Housing Inventory Count Purpose

- Contributes to Annual Homeless Assessment Report (AHAR)
- Contributes to CoC application



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### Housing Inventory Count 2016 Process

- HUD HIC/PIT Guidance
- HIC Trainings
- HIC Submissions
- Follow Ups
- HDX Submission



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## 2016 What's New

- HIC Recorded Webinar
- Definitions
- Pre-Populating Answers in HIC Survey
- RRH & SSVF Webinar \*
- FAQ's\*




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## Who Needs to Submit a HIC Survey

Any project 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; and
2. The actual project clients are predominantly homeless




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## 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 Thursday, January 28, 2016**




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## 2016 HIC Survey Sections

- I. Project Information
- II. Project Type
- III. Target Population
- IV. HIC Beds
- V. New & Under Development Beds
- VI. HMIS Participation
- VII. Specialized Beds
- VIII. HIC Units




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## Section I: Project Information

- Agency Name
- Primary Contact
  - Full Name
  - Title
  - Email Address
- Secondary Contact
  - Full Name
  - Email Address
- Site Address – zip codes
- Funding Sources




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## Section I: Project Information

**2015 HIC Information**

In order to facilitate the 2016 HIC submission, we have set up the survey to prepopulate with responses from the 2015 HIC. In order for this information to show, you must enter a Username and Password. We have created the [2015 HIC Submission Chart](#) which will show the Project Name and HMIS ID as submitted in 2015. The Username is exactly as it is listed in the [2015 HIC Submission Chart](#). The Password is the HMIS ID associated with the Project.

Username: Project Name  
 Password: HMIS ID

In order for the Login to function properly, please copy directly the Project Name directly from the [2015 HIC Submission Chart](#) and past into the Username box.

Username:

Password:




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## Section I: Project Information

- 2015 HIC Submission Chart



HIMS ID	Agency Name	Project Name	Chicago P
133	A Little Bit of Heaven	A Little Bit of Heaven -ESRN Overnight Program	Emergency
1138	A Safe Haven Foundation	A South Haven South	Interim Ho
1139	A Safe Haven Foundation	A SAFE HAVEN -WEST	Interim Ho
163	A Safe Haven Foundation	A Safe Haven - 618 S. Wabash SROs	Permanent
167	A Safe Haven Foundation	A Safe Haven - 1801 S. Wabash SROs	Permanent
943	A Safe Haven Foundation	A Safe Haven Interim Family	Interim Ho




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## Section II: Project Type

- 2015 HIC Information Prepopulates
  - Chicago Program Model
  - HUD Type
  - Bed Type (Emergency Shelter Only)
- Confirmation of Data
- Additional Questions if corrections needed




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## Section II: Project Type

	Chicago Program Model	HUD Type	Bed Type (Emergency Shelter Only)
2015	<input type="text" value="Emergency Overnight Shel"/>	<input type="text" value="Emergency Shelter"/>	<input type="text" value="Facility-based"/>

6. Is the Chicago Program Model, HUD Type and Bed Type correct for this project?




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### Section III: Target Population

- 2015 HIC Target Population Prepopulates
- Confirmation of Data
- Additional Questions if corrections needed

8. Based on the 2015 HIC, the Project selected the following as the Target Population and Subpopulation

	Target Population	Subpopulation
2015	N/A - Not Applicable	N/A - Not Applicable

9. Is the Target Population and Subpopulation correct for the project? \*

Yes

No




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### Section IV: HIC Beds

- 2015 HIC Funded Beds Information Prepopulates
- Bed and Unit Availability (Emergency Shelters Only)
- Overflow Beds (Emergency Shelters Only)
- Confirmation of Data
- Additional Questions if corrections needed




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### Section IV: HIC Beds

12. Based on the **Funded Bed Numbers**, please indicate the number of Occupied and Unoccupied Beds on the night of January 26, 2016 based on the household type. Please remember your total **MUST** add up to the total number of Funded Beds available at this project.

Please indicate "0" for Households that do not apply to this project \*

	Occupied Beds *	Unoccupied Beds *	Cribs *
Households without Children *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Households with at least one adult and one Child *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Households with only Children *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total *	<input type="text"/>	<input type="text"/>	<input type="text"/>




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### Section IV: HIC Beds

- ES, TH, IH, PHWSS, Youth and SH Projects: HIC Occupied Beds MUST MATCH PIT Tally numbers

13. Please enter the total number of people in this project on the night of the count. This must match the total number of occupied beds as indicated in previous question.

*For ES, TH, IH, PHWSS, Youth, and SH projects: this number must match the DPSS Point-in-Time Count tally sheet.*

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




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### Section IV: HIC Beds

15. You indicated this project was not at full capacity. did you have any unoccupied beds available on the night of the count that could have been occupied by different household types?

Yes - I had unoccupied beds available that could have been occupied by different household types

No - I had unoccupied beds that could be occupied only by a certain household type

16. You indicated there were beds available for different types of households. Please indicate the number of beds available for different household types and the type of households.

*Households without Children: Beds serving households with adults only. This includes households composed of unaccompanied adults (including unaccompanied youth age 18-24) and multiple adults (including households with multiple youth ages 18-24).*

*Households with at least one adult and one child: Beds serving households with (at least) one adult (including youth ages 18-24) and one child.*

*Households with only Children: Beds serving households composed exclusively of persons under age 18, including one-child households, multi-child households or other household configurations composed only of children.*

Number of Beds Available

Household Types




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### Section IV: HIC Beds

- Not at Full Capacity on the Night of the Count
- Additional questions will show if project was not at full capacity
  - Number of unoccupied beds
  - Whether beds would have been for a.) Households without Children, b.) Households with Children, c.) Households with Only Children, or a combination of those listed




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### Section V: New/Under Development Beds

- New Beds from February 1, 2015 to January 31, 2016 *(from the last HIC to now)*
- Under Development Beds from February 1, 2016 to January 31, 2017




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### Section VI: HMIS Participation

- 2015 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




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### Section: VII: Specialized Beds

- 2015 HIC Prepopulate Information on Specialized (Dedicated) Beds
- 3 Dedicated Beds Types
  - Chronic Homeless Beds only for Permanent Supportive Housing Projects
  - Veteran Beds
  - Youth Beds
    - Youth Age Range
- Confirmation of data
- Additional questions if corrections are needed




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## Section: VII: Specialized Beds

- Household Type

25. Based on the Number of Dedicated Beds, please indicate the type of Households the dedicated bed will serve.

Please note the total number of beds cannot exceed the total number of Funded Beds for this Project. \*

	Chronic Homeless Bed	Veteran Bed	Youth Bed
Households with No Children	<input type="text"/>	<input type="text"/>	<input type="text"/>
Households with at least one Adult and one Child	<input type="text"/>	<input type="text"/>	<input type="text"/>
Households with Only Children	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>




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## Section: VIII: HIC Units

- 2015 HIC Unit Information Prepopulates

25. The following numbers are for the Funded Units at the project reported in the 2015 HIC.

Projects that do not have a fixed number of units (e.g., a congregational shelter program) must report the number of rooms used for overnight accommodation.

Funded Units

2015

- Confirmation of data
- Additional questions if corrections are needed




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## Section: VIII: HIC Units

- Funded Unit Numbers
  - Occupied vs. Unoccupied

	Occupied Units *	Unoccupied Units *
Households without Children *	<input type="text"/>	<input type="text"/>
Households with at least one adult and one Child *	<input type="text"/>	<input type="text"/>
Households with only Children *	<input type="text"/>	<input type="text"/>
Total *	<input type="text"/>	<input type="text"/>




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### Section VIII: HIC Units

- Not at Full Capacity on the Night of the Count
- Additional questions will show if project was not at full capacity
  - Number of unoccupied units
  - Whether units would have been for a.) Households without Children, b.) Households with Children, c.) Households with Only Children, or a combination of those listed




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### Section: VIII: HIC Units

- Transitional Housing Projects Only: Unit Type

30. If it has been indicated this project is a Transitional Housing Project, please select the Unit Type that best describes the type of beds and units offered by this project.

Single Site: Beds and units are located on a single site (e.g., congregate or project-based).

Multiple Sites: Beds and units are located in multiple sites (e.g., scattered-site or clustered). \*

- Single Site
- Multiple Site




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### 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




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## Optional Question

- Employment Task Force has included a question
- Question is optional and will be seen at the end of the survey
- This data is not a HIC requirement




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## Confirmation Page

- Thank You Page
- Confirmation Email
  - PDF of HIC submission

Thank You!

Thank you for completing the 2016 Housing Inventory Count. An email confirmation with a copy of your submission will be sent the email address provided.




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## Common Mistakes

- What is wrong?

Funded Beds	
2015	50

*Please indicate "0" for Households that do not apply to this project. \**

	Occupied Beds *	Unoccupied Beds *	Cribs *
Households without Children *	20	2	0
Households with at least one adult and one Child *	0	0	0
Households with only Children *	0	0	0
Total *	20	2	0




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### 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 Thursday, January 28, 2016**




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### Helpful Tips

- Review the HIC PDF version to view all the questions
- Have HIC information available prior to entering into SurveyGizmo
- Check in with staff in regards to PIT data submitted to DFSS
- Contact the CoC team if have any questions about the HIC




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### Upcoming Trainings

- SSVF & RRH - HIC pre-recorded webinar will be available soon
- HMIS Bed List Trainings – now available
- PIT In-Person Trainings – will begin January 18<sup>th</sup>, please register for training




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### Questions



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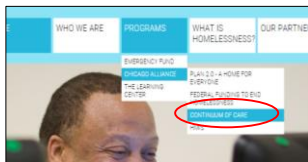
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### Resources

- All Chicago website ([www.allchicago.org](http://www.allchicago.org))
  - HIC Recorded Webinar
  - HIC FAQs
  - HIC Definitions
  - RRH & SSVF Webinar



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Who to Contact

- HIC Survey Questions  
Elizabeth Perez  
[cocprograms@allchicago.org](mailto:cocprograms@allchicago.org)  
312-379-0301 ext 20
- HMIS related Questions  
[hmis@allchicago.org](mailto:hmis@allchicago.org)
- PIT Questions  
Felicia Collins  
[Felicia.Collins@cityofchicago.org](mailto:Felicia.Collins@cityofchicago.org)




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Thank You for Attending!

Thank You




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