**Housing Inventory Count and Point in Time Data Collection**

**Changes & Reminders for 2016**

1. **Important Changes to HIC and PIT Requirements for 2016**

The following changes originate from the Notice for Housing Inventory Count (HIC) and Point-in-Time (PIT) Data Collection for Continuum of Care (CoC) Program and the Emergency Solutions Grants (ESG) Program issued on November 18, 2015. For further details and comprehensive guidance for the 2016 HIC and PIT please see:

<https://www.hudexchange.info/resources/documents/Notice-CPD-15-010-2016-HIC-PIT-Data-Collection-Notice.pdf>

**HIC Changes**

1. Each COC must report rapid re-housing (RRH) beds and units that are occupied by RRH participants on the night of the count (i.e. in their own permanent housing unit and actively enrolled in RRH on the night of the PIT), whether or not rental assistance was provided.
2. Each COC that has beds dedicated to veterans, youth, chronic homeless will need to report those beds by household type, instead of providing a single number of dedicated beds.
3. HUD created a new data collection field for COCs to indicate for each project whether it is funded through other federal funding sources than HUD McKinney-Vento funding.
4. HUD has included a new field to record the Transitional Housing (TH) unit type. The TH unit type field allows communities to indicate whether the persons served in the TH project are served in a single site (i.e. congregate or project-based) or multiple sites (i.e. scattered-site or clustered).

**PIT Changes**

1. For purposes of reporting in the PIT count, a chronically homeless person:
* Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter;
* Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least four separate occasions in the last 3 years where the combined length of time homeless in those occasions is at least 12 months; and
* Has a disability.
1. COCs are required to collect and report on chronically homeless status for heads of household that are under 18 – including both unaccompanied youth and parenting youth under age 18.
2. HUD has collapsed the transgender categories back into one single reporting option – “Transgender.”
3. COCs must report the demographic data on parenting youth and unaccompanied youth in separate tables. For the parenting youth table, COCs will only report the demographics on the youth parents and exclude the demographic data on the children of the youth parents.
4. **PEOPLE WHO MUST BE INCLUDED IN THE PIT**

**Sheltered Count:**

CoCs should include all individuals or families who meet the criteria described in paragraph (1)(ii) of the homeless definition in 24 CFR 578.3.

The definition includes individuals and families ***“living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters), transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals****”* on the night designated for the count. This also includes people residing in in Safe Haven projects.

**REMINDER:** Rapid Re-housing (RRH) is considered permanent housing. However, homeless households currently residing on the street, in an emergency shelter, transitional housing, or Safe Haven, but are also enrolled in a RRH program and awaiting placement should be counted where they resided on the night of the count. RRH assisted households who are still unsheltered on the night of the count should be included as part of the unsheltered count.

**Unsheltered Count**:

CoCs should include all individuals or families who meet the criteria in paragraph (1)(i) of the homeless definition in 24 CFR 578.3. This includes individuals and families ***“with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground”*** on the night designated for the count.

1. **PEOPLE WHO MUST NOT BE INCLUDED IN THE PIT**

Persons residing in the following settings on the night of the count are prohibited from being included in the sheltered or unsheltered PIT count:

1. Persons residing in Permanent Supportive Housing (PSH) programs, including persons housed using HUD Veterans Affairs Supportive Housing (VASH) vouchers.
2. Persons residing in RRHD projects, funded in the FY2008 CoC Competition.
3. Persons counted in any location not listed on the HIC (e.g., staying in projects with beds/units not dedicated for persons who are homeless).
4. Persons temporarily staying with family or friends (i.e., “doubled-up” or “couch surfing”).
5. Persons residing in housing they rent or own (i.e., permanent housing), including persons residing in rental housing with assistance from a RRH project on the night of the count.
6. Persons residing in institutions (e.g., jails, juvenile correction facilities, foster care, hospital beds, detox centers).
7. **THE TIMING OF THE POINT IN TIME COUNT**

In order to ensure that the same number of persons are reported on the Housing Inventory Chart (HIC) and the Point in Time (PIT), both counts must be conducted during the same period. HUD requires that CoCs identify the date on which the count was conducted. However, the term “night” signifies a single period of time from sunset to sunrise – spanning two actual dates.

To clarify for CoCs when the count should occur, the set time a community conducts the count will vary, depending on what works best for that community, but must fall into the “night” of the count definition that begins at sunset on the date of the count and ends at sunrise on the following day. While the sun will set at 5:13 pm on January 27, 2016, people living on the streets will be more likely to be settled in their sleeping location later in the evening. Therefore, CoCs are asked to conduct the count after 11:00 pm in order to attain accuracy in surveying.

The January 2016 overnight Point in Time Count will be held on night of Wednesday, January 27th from sundown until the morning of Thursday, January 28th at sunrise.

1. **POPULATION DATA – HOUSEHOLD TYPES**

As in prior years, each COC must collect and report information on the demographic characteristics of all people reported as sheltered or unsheltered, including household type, age category, gender, race, and ethnicity.

Each COC must provide demographic data for both sheltered and unsheltered persons according to the following three household types:

A. Persons in households with at least one adult and one child. This category includes households with one adult and at least one child under age 18.

B. Persons in households without children. This category includes single adults, adult couples with no children, and groups of adults (including adult parents with their adult children).

C. Persons in households with only children. This category includes persons under age 18, including children in one-child households, adolescent parents (under age 18) and their children, adolescent siblings, or other household configurations composed only of children.

Each COC must report the total number of persons and households, by age category, for each household type, per below.

**A. Persons in households with at least one adult and one child:**

(1) The number of children under age 18;

(2) The number of young adults ages 18 to 24; and

(3) The number of adults over age 24.

**B. Persons in households without children:**

(1) The number of young adults ages 18 to 24; and

(2) The number of adults over age 24.

Each COC must report data on the gender, race, and ethnicity for all sheltered and unsheltered persons. Please note that fan individual may identify with several race categories. For the purposes of reporting, people that identify with multiple race categories should only be counted under “multiple races” and should not be counted in each specific race category.

Each COC must also collect and report data on veterans, including the total number of veteran households, the total number of veterans, the total number of persons in veteran households, and the gender, race, and ethnicity of veterans. A “veteran household” includes households with one or more veterans who might be presenting with other persons. Please note that data for the gender, race, and ethnicity of non-veterans in veteran households will only be reported under ‘All Households’ population data.

Each COC must report data on persons in Youth Households, including the gender, race, and ethnicity for parenting youth and unaccompanied youth.

* **Parenting youth** are youth who identify as the parent or legal guardian of one or more children who are present with or sleeping in the same place as that youth parent, where there is no person over age 24 in the household
* **Unaccompanied youth** are persons under age 25 who are not presenting or sleeping in the same place as their parent or legal guardian, including:
	+ single youth;
	+ youth couples; and
	+ groups of youth presenting as a household.

Veterans, parenting youth, unaccompanied youth data are all subsets of the “All Households” data and should still be included in the “All Households” data.

1. **SUBPOPULATION DATA**

Each COC must collect and report counts of specific subpopulations among sheltered and unsheltered persons according to the chart below. Subpopulation data should be limited to adults, with the exception of persons in chronically homeless families. Reporting on the number of sheltered and unsheltered victims of domestic violence will continue to be optional.

Beginning in 2016, each COC must report who is chronically homeless based on the following definition:

A. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter;

B. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least four separate occasions in the last 3 years where the combined length of time homeless in those occasions is at least 12 months; and

C. Has a disability.

Note: persons living in transitional housing at the time of the PIT count should not be counted as chronically homeless.

HUD requires communities to collect and report the chronically homeless status of all persons. Each COC must include the number of youth who meet the chronically homeless definition.

* Unaccompanied youth who are chronically homeless should be counted as a chronically homeless individual, including unaccompanied youth who are under 18 and unaccompanied youth age 18-24.
* Parenting youth, including those under 18 and age 18-24 (”minor heads of households” per the definition of a chronically homeless family with children in Appendix B) should be counted as a chronically homeless family with children.

To ensure accurate data collection, HUD requires that each COC collect subpopulation data consistent with the definitions listed below and in compliance with HUD counting standards. This allows each COC and HUD to accurately measure progress against Opening Doors: Federal Strategic Plan to Prevent and End Homelessness.

For purposes of collecting data regarding disability status, each COC must be sure:

A. Volunteers administering the survey know that it is completely voluntary whether persons respond to questions about disability status, and

B. Persons being surveyed are informed prior to responding to any disability question that their response is voluntary and that their refusal to respond will not result in a denial of service.

No questions should be posed regarding the nature or severity of the person’s disability (e.g., medical and health information). Where information is necessary to establish that an individual fits into a particular subpopulation of homeless (e.g., chronically homeless) the individual should be apprised of the criteria and asked whether he or she meets the definition.

1. **KEY TERMS**

**These terms do not directly correspond to the program requirements of HUD funding streams and must only be used for the purposes of the HIC and PIT.**

1. **Chronically Homeless Individual** - An individual who:
	1. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
	2. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least four separate occasions in the last 3 years where the combined length of time homeless in those occasions is at least 12 months; and
	3. Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), posttraumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability.

Notes:

(1) For purposes of the PIT, persons living in transitional housing at the time of the PIT count should not be included in this subpopulation category.

(2) Persons with the disabling conditions identified above must also meet the qualifications identified in the term for “disability” (e.g., “is expected to be long continuing or indefinite duration”).

1. **Chronically Homeless Family** – A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria for a chronically homeless individual, including a family whose composition has fluctuated while the head of household has been homeless. A chronically homeless family must consist of at least one child under the age of 18.
2. **Disability** – An individual with one or more of the following conditions:
	1. A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that:
		1. Is expected to be long-continuing or of indefinite duration; **and**
		2. Substantially impedes the individual's ability to live independently; **and**
		3. Could be improved by the provision of more suitable housing conditions.
	2. A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); **or**
	3. The disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agency for acquired immunodeficiency syndrome (HIV).
3. **Adults with HIV/AIDS** – This subpopulation category of the PIT includes adults who have been diagnosed with AIDS and/or have tested positive for HIV.
4. **Adults with a Serious Mental Illness (SMI)** – This subpopulation category of the PIT includes adults with a severe and persistent mental illness or emotional impairment that seriously limits a person's ability to live independently. Adults with SMI must also meet the qualifications identified in the term for “disability” (e.g., “is expected to be long-continuing or indefinite duration”).
5. **Adults with a Substance Use Disorder**–This subpopulation category of the PIT includes adults with a substance abuse problem (alcohol abuse, drug abuse, or both). Adults with a substance use disorder must also meet the qualifications identified in the term for “disability” (e.g., “is expected to be long-continuing or indefinite duration”).
6. **Veteran**–This subpopulation category of the PIT includes adults who have 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.
7. **Victims of Domestic Violence**–This subpopulation category of the PIT includes adults who have been victims of domestic violence, dating violence, sexual assault, or stalking.
8. **Victim service provider** – A private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women’s shelters, domestic violence transitional housing programs, and other programs.
9. **Youth** – Persons under age 25, including children under age 18 and young adults ages 18 to 24.
10. **Parenting Youth** – A youth who identifies as the parent or legal guardian of one or more children who are present with or sleeping in the same place as that youth parent, where there is no person over age 24 in the household.
11. **Unaccompanied Youth** – Unaccompanied youth are persons under age 25 who are not accompanied by a parent or guardian and are not a parent or guardian presenting with or sleeping in the same place as his/her child(ren). Unaccompanied youth are single youth, youth couples, and groups of youth presenting together as a household.

**REFERENCES**

**Homeless Definition**

HEARTH Homeless Definition <https://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf>

Criteria and Recordkeeping Requirements for Definition of Homeless

<https://www.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf>

Children and Youth and HUD’s Homeless Definition

<https://www.hudexchange.info/resources/documents/HUDs-Homeless-Definition-as-it-Relates-to-Children-and-Youth.pdf>

**Housing Inventory Chart (HIC) and Point-in-Time (PIT)**

2016 Notice for Housing Inventory Count (HIC) and Point-in-Time (PIT) Data Collection for Continuum of Care (CoC) Program and the Emergency Solutions Grants (ESG) Program issued on November 18, 2015.

<https://www.hudexchange.info/resources/documents/Notice-CPD-15-010-2016-HIC-PIT-Data-Collection-Notice.pdf>

HUD Guidance: Point-in-Time Count Methodology Guide (2014)

<https://www.hudexchange.info/resources/documents/PIT-Count-Methodology-Guide.pdf>

**Point-In-Time Implementation Tools (December 2015)**

Sheltered PIT Count and HMIS Data Element Crosswalk

<https://www.hudexchange.info/resources/documents/Sheltered-PIT-Count-and-HMIS-Data-Element-Crosswalk.pdf>

PIT Count Planning Worksheet

<https://www.hudexchange.info/resources/documents/PIT-Count-Planning-Worksheet.pdf>

PIT Count Survey Instruments: Subpopulation Crosswalk

<https://www.hudexchange.info/resources/documents/PIT-Survey-Crosswalk.pdf>

PIT Count: Tips for Including People Experiencing Homelessness

<https://www.hudexchange.info/resources/documents/PIT-Tips-for-Including-People-Experiencing-Homelessness.pdf>

**Point-In-Time Survey Tools (December 2014)**

Survey Instructions: Sheltered Count Form for Night of the Count

<https://www.hudexchange.info/resources/documents/Model-Sheltered-Night-of-Count-PIT-Survey-Enumerator-Instructions.pdf>

Survey Instructions: Observation Tool

<https://www.hudexchange.info/resources/documents/Model-Observation-based-Unsheltered-Night-of-Count-PIT-Survey-Enumerator-Instructions.pdf>

Survey Instructions: Unsheltered Count Form for Night of the Count

<https://www.hudexchange.info/resources/documents/Model-Interview-based-Unsheltered-Night-of-Count-PIT-Survey-Enumerator-Instructions.pdf>

Survey Instructions: Service-Based Count Form

<https://www.hudexchange.info/resources/documents/Model-Service-based-Count-PIT-Survey-Enumerator-Instructions.pdf>