The Shelter Count & Housing Inventory Count (HIC) is a component of the Greater Los Angeles Homeless Count. The HIC is a point-in-time inventory of projects/programs or sites within the Los Angeles Continuum of Care (LA CoC) that provide beds and units dedicated to serve people experiencing homelessness or people who have experienced homelessness.

Nationally, data provided through the HIC process is provided to the Department of Housing and Urban Development (HUD) to document Los Angeles’ shelter and housing resources. The submission of the HIC to HUD is also a part of Los Angeles’ application for federal funds on an annual basis.

Locally, the LA CoC analyzes HIC data on available and upcoming shelter/housing resources in planning and advocating for our homeless response system. LAHSA shares the completed HIC with Coordinated Entry System (CES) leadership, homeless assistance providers, governmental leaders, advocates, and others helping to end homelessness locally.

Who needs to participate in the HIC?

Housing providers funded by HUD, other federal agencies (e.g., VA, HHS), faith-based organizations, and other public and private funding sources, must participate in the HIC. The housing types captured in the HIC include:

- **Interim Housing**
  - *Emergency Shelter* – temporary shelter (lodging) for people experiencing homelessness in general or for specific populations including winter shelters.
  - *Transitional Housing* – a temporary lodging that is designed to facilitate the movement of people experiencing homelessness into permanent housing within a specified period of time, but no longer than 24 months.
  - *Safe Haven* - supportive housing that 1) serves hard to reach homeless persons with severe mental illness who came from the streets and have been unwilling or unable to participate in supportive services; 2) provides 24-hour residence for eligible persons for an unspecified period; 3) has an overnight capacity limited to 25 or fewer persons; and 4) provides low demand services and referrals for the residents.

- **Rapid Re-Housing** (RRH) – a permanent housing project/program that provides housing relocation and stabilization services and short-term or medium-term rental assistance as necessary to help an individual or family experiencing homelessness move as quickly as possible into permanent housing. RRH providers will need to provide and verify the number of active participants occupying permanent housing on the night of January 22, 2020.

- **Permanent Supportive Housing** (PSH) – a permanent housing project/program with support services to assist people experiencing homelessness to live independently. The project/program must provide long-term housing to homeless persons with disabilities and families in which one member of the household has a disability, and support services that are designed to meet the needs of the project/program participants.
- Other Permanent Housing (OPH) – permanent housing for people who have experienced homelessness, yet 1) do not make supportive services available as part of the project; or 2) provide support services, but do not limit eligibility to persons with a disability.

Please note beds in institutional settings and not specifically dedicated to persons who are homeless such as detox facilities, emergency rooms, jails, and acute crises or treatment centers should not be included in the HIC.

Why participate in the HIC?

- An accurate HIC is used to provide HUD and the LA CoC with information about the shelter and housing capacity of the homeless crisis response system.

- Increased participation in the HIC will help Los Angeles gain an understanding of homelessness, evaluate programs, garner more funding, and strengthen collective efforts to prevent and end homelessness.

- Data from the HIC gives Los Angeles a better understanding of where beds for people experiencing homelessness are located, and how many of these beds are available and occupied within the LA CoC.

- Information collected in the HIC is a factor in determining the amount of federal funding for homeless services throughout the country.

What data is needed for the HIC?

- Standard program operation information
- Inventory (number of units and beds) for individuals, families, and youth
  - Inventory (number of beds) dedicated to chronic persons, veterans, and youth
  - Percentage of bed utilization
- Number and population served for each household type below:
  - Individuals, Families, or Youth
    - Number of households
    - Number of persons that are over 24
    - Number of persons age 18 to 24
    - Number of persons under age 18
  - TAY Individuals or TAY Families ¹
    - Number of households
    - Number of young adults ages 18 to 24
    - Number of dependent minors under age 18
  - Minor Individuals or Minor Families ²
    - Number of households
    - Number of minor parents under age 18
    - Number of minor children under age 18
  - Veterans
    - Number of households ³
    - Number of individual veterans served
    - Number of non-veteran persons in the household

¹ TAY head of household accompanied by at least one minor child under age 18.
² Minor head of household accompanied by at least one minor child under age 18.
³ Households contain at least 1 member that identifies as a veteran.
The project/program targeted gender
Participants survivors of domestic violence who are currently experiencing homelessness due specific factors

How does my organization participate in the HIC?

To prepare your organization’s Shelter Count & HIC data for submission to LAHSA:

- Obtain a LAHSA account.
  a. To check if you have a LAHAS account, go here.
  b. To create a LAHSA account/review the steps on how to create a LAHSA account, go here.
- HMIS projects/programs:
  - Make sure HMIS is up-to-date for each project/program with the people you served that night of January 22, 2020. Shelter Count & HIC data LAHSA has available from HMIS will be displayed on the LA CoC Shelter Count & HIC web form for you to verify. There is no need to re-enter data into the form. Any issues you find when reviewing the data will need to be corrected through HMIS.
- Non-HMIS projects/programs:
  - For the night of each project/program shelter count, review and update the bed inventory information and the number of occupants that you served the night of January 22, 2020, including certain occupant demographics.
- All projects/programs:
  - Two (2) new fields for 2020 that should be answered for all projects, whether or not they participate in HMIS.
    1. Does the Project target a specific gender?
    2. Indicate the number (if any) of participants served who are currently experiencing homelessness due to domestic violence.
      - Watch the video for how to complete the LA CoC Shelter PIT & HIC web form.
        - The video will be available on February 3, 2020. To watch the video, go here.

What are my responsibilities starting February 3, 2020?

- Verify your projects/programs data on the LA CoC Shelter Count & HIC web form through your LAHSA account to ensure the number of persons counted reflects accurately on the night of the shelter count.
  - Verify the total number of persons counted by the population (e.g., individuals, families, or youth).
  - Verify the total number of persons counted by subcategory (e.g., TAY, minors, veterans).
- Run the Program Roster report in HMIS. This program-based report lists program information for participants with the selected status in the selected programs. The status options are:
  - Active within the report date range: meaning that the participant’s project/program stay is active at least one day within the report date range (use this option to capture all participant’s active at any time within the date range).
o Enrolled within the report date range: meaning the participant’s enrollment date is within the selected report date range.
  o Exited within the report date range: meaning the participant’s exit date is within the selected report date range.

• Run the Housing Census [Program Based] report in HMIS. This program-base report is an aggregate count of housing service transactions (e.g.: bed attendance/service dates) within the date range.
• Run the Program Details Report. This program-based report returns the fields and corresponding responses for the selected screen. It includes the head of household indicator and move-in date, if applicable.
• All data must be verified by Friday, February 21, 2020.

Questions or Technical Support

LAHSA’s team will host Shelter Count & HIC Office Hours! The office hours will focus on commonly asked questions then the call will open for discussion on anything related to the Shelter Count & HIC. Please note specific programmatic questions will be addressed offline and individually with you, when needed.

We encourage you to submit your questions beforehand to HMISsupport@lahsa.org with the subject line “2020 Shelter Count & HIC Office Hours Question”.

The Shelter Count & HIC Office hours will take place from 1:00 pm – 2:00 pm on the following dates:

• Monday, February 3, 2020
• Wednesday, February 5, 2020
• Wednesday, February 12, 2020
• Wednesday, February 19, 2020

Please join the meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/819302389

You can also dial in using your phone.
United States: +1 (408) 650-3123

Access Code: 819-302-389

Join from a video-conferencing room or system.
Dial in or type: 67.217.95.2 or inroomlink.goto.com
Meeting ID: 819 302 389
Or dial directly: 819302389@67.217.95.2 or 67.217.95.2##819302389

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
https://global.gotomeeting.com/install/819302389

If you have any questions or need technical assistance, please email HMISsupport@lahsa.org with the subject line “2012 Shelter Count &HIC” and a detailed description of your questions or concerns.