Cuyahoga Continuum of Care

2025 Point-in-Time Count and Housing Inventory Count

Cuyahoga County Office of Homeless Services

Contents

1. Purpose

The purpose of this document is twofold: 1) to define what the Point-in-Time (PIT) Count and Housing Inventory Count (HIC) are and 2) to outline what data is required to be submitted as part of the PIT and HIC submission to HUD specific to Cuyahoga Continuum of Care (CoC).

All information outlined in this document follows HUD guidelines in both of the following documents:

2024 Housing Inventory Count (HIC) and Point-in-Time (PIT) Count Data Collection Notice

HUD Point-In-Time (PIT) Count Methodology

2. Housing Inventory Count (HIC)

2a. Definition

The HIC is a point-in-time inventory of all projects within the Cuyahoga CoC that provide beds/units to persons who are homeless or were homeless upon entry into the program. This includes both HMIS- and non-HMIS-participating providers. The intent is to provide data on shelter and housing capacity within our system and will reflect a point-in-time count of beds/units available on the PIT date (**1/28/2025**).

2b. Applicable Project Types

The HIC requires that a bed/unit inventory be submitted for the following project types:

    i.   Emergency Shelter (ES) – Entry/Exit
    ii.   Emergency Shelter – Night-by-Night
    iii.   Transitional Housing (TH)
    iv.   Safe Haven (SH)
    v.   Permanent Supportive Housing (PSH)
    vi.   Other Permanent Housing (OPH)
    vii.   Rapid Rehousing (RRH)

2c. Data Required

The HIC requires the following data on bed/unit inventories:

    i.   Total number of year-round beds with the following subsets identified:
- Number of beds & units dedicated to households with children
- Number of beds & units dedicated to households with only children
- Number of beds & units dedicated to households without children
- Number of beds & units dedicated to veteran households with children
- Number of beds & units dedicated to veteran households without children
- Number of beds & units dedicated to youth households with children
- Number of beds & units dedicated to youth households without children
- Number of beds & units dedicated to chronically homeless households with children
- Number of beds & units dedicated to chronically homeless households with only children
- Number of beds & units dedicated to chronically homeless households without children

    ii.   Total number of seasonal beds
    iii.   Total number of overflow beds
    iv.   Point-in-Time count for PIT date

2d. Data Collection Process for HMIS-Participating Providers

For those agencies who are collecting information in HMIS, HMIS will be the only source of data on bed/unit inventories for the HIC submission.

i.   ES, TH, SH, & PSH (project-based)
- These projects' bed/unit inventories should be reported to the Office of Homeless Services (OHS) via email to Nicholas Butina (nbutina@cuyahogacounty.us) & Amanda Larson (alarson@cuyahogacounty.us) **by 1/24/2025.**
- These inventories should be static and remain unchanged through the PIT date.

ii.   RRH & PSH (tenant-based)
- These projects' bed/unit inventories should be reported to the Office of Homeless Services (OHS) via email to Nicholas Butina (nbutina@cuyahogacounty.us) & Amanda Larson (alarson@cuyahogacounty.us) **by 2/18/2025.**
- These inventories are based on actual numbers of persons housed. The due date is set so that these projects have an appropriate amount of time to solidify their inventories.

iii.   Projects with utilization issues
- If on the PIT date the utilization of a project's beds/units is low or high (above 105%) compared to the inventory, OHS will be reaching out to confirm the inventories and PIT date numbers. An explanation will need to be provided as to why the project is not serving persons at full capacity.

2e. Data Collection Process for Non-HMIS-Participating Providers

For those agencies who do not participate in HMIS, all information asked for in item 2c above should be reported to OHS. Specifically, please send bed/unit inventory information to Nicholas Butina (nbutina@cuyahogacounty.us) & Amanda Larson (alarson@cuyahogacounty.us) **by 1/24/2025.** The PIT count (actual number served) will need to be provided **by 2/18/2025**.

3. Point-in-Time (PIT) Count

3a. Definition

The PIT Count is conducted each year to accurately identify the unique number and demographics of sheltered and unsheltered homeless persons in the continuum. The count is usually conducted within the last 10 days of January. **This year's PIT Count date is 1/28/2025.**
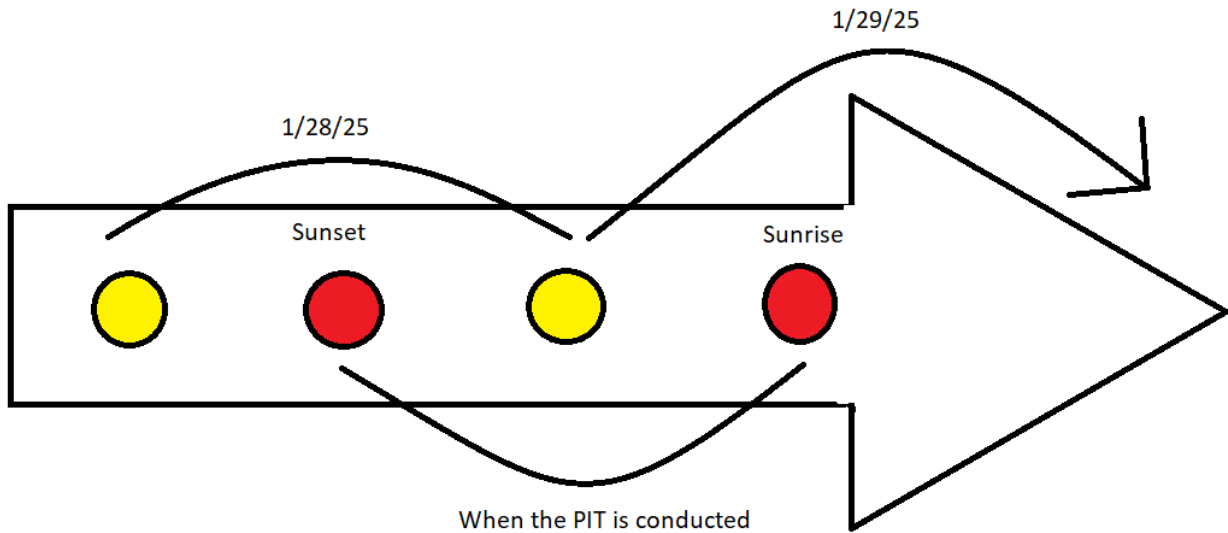
3b. Applicable Project Types

For the sheltered count, Cuyahoga CoC is required to report on all persons sleeping in beds designated for homeless individuals in the following project types:

i.   Emergency Shelter (includes year-round, seasonal, and overflow beds)
ii.   Transitional Housing
iii.   Safe Haven

For the unsheltered count, Cuyahoga CoC is required to report on all persons identified as sleeping in a place not designed for human habitation including encampments, cars, abandoned buildings, etc. This count is conducted by street outreach providers/volunteers and participants are not linked or active in a project type listed above.

3c. Timing of the Count

Conducting the PIT count on the night of **1/28/25** is of utmost importance. While HUD requires that CoCs identify a date the PIT count is conducted, the term "night" refers to a period of sunset to sunrise spanning two dates (**1/28/25 & 1/29/25).** The image below illustrates the timing of the count.

1/29/25

1/28/25

Sunset

Sunrise

When the PIT is conducted

3d. Data Required

All data on sheltered participants within any project should be only for the night of **1/28/2025**. All data on unsheltered participants should be **only** for the night (5:30p to 10a) of **1/28/2025**. For both the sheltered and unsheltered count, the following data is required to be submitted:

i.   Households with Children
   - Total number of households served
   - Total number of persons served
     o   Number of persons under the age of 18
     o   Number of persons between ages 18 to 24
     o   Number of persons between ages 25 to 34
     o   Number of persons between ages 35 to 44
     o   Number of persons between ages 45 to 54
     o   Number of persons between ages 55 to 64
     o   Number of persons between ages 65 and older
     o   Number of persons by gender, race & ethnicity, and chronic homeless status

ii.   Households without Children
   - Total number of households served
   - Total number of persons served
     o   Number of persons under the age of 18
     o   Number of persons between ages 18 to 24
     o   Number of persons between ages 25 to 34
     o   Number of persons between ages 35 to 44
     o   Number of persons between ages 45 to 54
     o   Number of persons between ages 55 to 64
     o   Number of persons between ages 65 and older
     o   Number of persons by gender, race & ethnicity, and chronic homeless status

iii.   Households with only Children
   - Total number of households served
   - Total number of persons served
     o   Number of persons under the age of 18

- o Number of persons by gender, race & ethnicity, and chronic homeless status
  iv. Youth Households without Children (includes unaccompanied youth and youth 18 to 24)
  - Total number of households served
  - Total number of persons served
    - o Number of persons under the age of 18
    - o Number of persons between ages 18 to 24
    - o Number of 18- to 24-year-olds by gender, race & ethnicity, and chronic homeless status
  v. Youth Households with Children
  - Total number of households served
  - Total number of persons served
    - o Number of parenting youth under the age of 18
    - o Number of parenting youth between ages 18 to 24
    - o Number of children with parenting youth (children under the age of 18 with parents under 25)
  - Number of parenting youth ONLY by gender, race & ethnicity, and chronic homeless status
  vi. Veteran Households with Children
  - Total number of households served
  - Total number of persons served
  - Total number of veterans served
  - Number of veterans ONLY by gender, race & ethnicity, and chronic homeless status
  vii. Veteran Households without Children
  - Total number of households served
  - Total number of persons served
  - Total number of veterans served
  - Number of veterans ONLY by gender, race & ethnicity, and chronic homeless status
  viii. Number of adults (all populations; older than 18) with/who are:
  - Serious mental illness
  - Substance Use Disorder
  - HIV/AIDS
  - Survivors of Domestic Violence

3e. Sheltered Count Data Collection Process for HMIS-Participating Providers

For those agencies who are collecting information in HMIS, HMIS will be the only source of data for the PIT Count submission. To prepare for the report submission, please do the following:

i. Ensure all entry/exits are completed in Clarity. Only active participants should be open on the PIT date night for the purposes of the report.

ii. Run an APR [HUDX-227] in Clarity on the PIT date night to ensure all errors are accounted for. Specifically, ensure that all households are entered into your programs correctly and that disability/domestic violence information is accurate.
   - For programs that require housing move in dates, this is how an inventory is determined. For example, a RRH project might be serving 200 people but only 100 have a housing move in date in HMIS. The inventory will be reflected as 100. Be sure that housing move in dates are entered and accurate.

iii. Confirm that your data is accurate by sending an email to Nicholas Butina (nbutina@cuyahogacounty.us) & Amanda Larson (alarson@cuyahogacounty.us) **by 2/18/2025.**

iv. Any discrepancies, deficiencies, or other data issues will be addressed by OHS staff with HMIS Agency Administrators.

IMPORTANT NOTE: This data should not and cannot be changed over the course of the year. All annual reporting is going to refer to the PIT data as was submitted and will need to match. Once you confirm your data to OHS, that data should *never* be adjusted. Ensuring the data you are submitting is the most accurate is of utmost importance.

3f. Sheltered Count Data Collection Process for Non-HMIS-Participating Providers

For those agencies who are not collecting data in HMIS, a report must be submitted to OHS from a comparable database with the required data elements listed in item 3c above. The report should be for the PIT date night and only include those individuals who were in a bed dedicated for homeless persons. This report should be submitted to Nicholas Butina (nbutina@cuyahogacounty.us) & Amanda Larson (alarson@cuyahogacounty.us) **by 2/18/2025.**

If no comparable database is being used to track this data, please contact OHS to request an exception for reporting the data needed.

3g. Unsheltered Count Data Collection Process

Prior to the PIT date, OHS & NEOCH will convene a meeting with outreach providers and other volunteer groups to discuss the unsheltered PIT count plan. This will include review & training of the PIT Street Card, identification of needs, locations to be surveyed, and other potential collection issues. A map of known locations and a deployment strategy will be developed for outreach workers/volunteers to conduct surveys.

During **the week of 1/20/2025**, providers and volunteer groups will pick up a set of PIT Street Cards (see Appendix A) from OHS's office at *310 W. Lakeside, Cleveland, OH 44113*. Starting at sunset (5:30p) on the PIT date (**1/28/2025**) and ending at sunrise (10am) on the following date, the unsheltered count will be conducted (see 3c above). Each unsheltered person will have a PIT Street Card filled out with their information. These cards will be submitted/dropped off to OHS's office **before 1/31/2025**. **Any card submitted after that date will not be considered for the final count**.

OHS staff will review the PIT Street Cards. Duplicated participants counted within the unsheltered count will be deduplicated. Any individuals who are identified as active in a shelter project within HMIS will be removed from the unsheltered count. Any cards that have incomplete data will be discarded.

Appendix A – PIT Street Card

2025 UNSHELTERED COUNT   **1/28/2025 (5:30p-10a)**   **ONE FORM PER PERSON**

Have you already completed one of these cards?   **O** Yes   **O** No

PM SURVEY **(night of 1/28): Where are you staying tonight?** / *AM SURVEY* **(morning of 1/29): Where did you stay last night?** *(CHOOSE ONE)*		
O Street/Abandoned Building/Vehicle/Camp		**O** Staying at Family/Friend's Residence
O Shelter	**O** Hotel/Motel	**O** Other _____

How many *TIMES* have you been homeless in the past three (3) years?   **O** 1st time   **O** 1-3 times   **O** 4 or more times

How many *MONTHS* have you been homeless in the past three (3) years?   **O** Less than 1   **O** 1-3   **O** 4-6   **O** 7-9   **O** 10-11   **O** 12+

Individual/Household Information *(Please complete a separate survey for each HH member)*
Are you single or part of a family?   **O** Single   **O** Family *If family, how many people are in your household?*   Adults: _____   Children: _____   Ages of Children: _____
First Name (or initial): _____   **Last Name (or initial):** _____
Age: _____   **Date of Birth:** _____ *If refused, please estimate age group:*   **O** Under 18   **O** 18-24   **O** 25-34   **O** 35-44   **O** 45-54   **O** 55-64   **O** 65+
Veteran?   **O** Yes   **O** No
Gender (multi-select): O Man   **O** Woman   **O** Transgender   **O** Culturally Specific Identity   **O** Non-Binary   **O** Questioning   **O** Other
Race (multi-select): O Black/AA   **O** White   **O** Asian   **O** American Indian/Alaska Native   **O** Middle Eastern/North African   **O** Hispanic/Latino **O** Native Hawaiian   **O** Other: _____
Additional Homeless Populations *(Circle all that apply or "None Apply")*

NONE APPLY	Substance Use Disorder	Mental Health Problem	HIV/AIDS	Survivor of Domestic Violence