



HMIS End User Workgroup

CLEVELAND/CUYAHOGA COUNTY
OFFICE OF HOMELESS SERVICES

1/21/2026



Housekeeping

This workgroup will be recorded and made available on OHS's website by early next week.

Please stay muted.

If you have a question:

- "Raise your hand" function
- Put it in the chat

Information shared in this workgroup should be disseminated to all HMIS end users regardless of their attendance today.



Agenda



Housing Inventory Count
(HIC)



Point-In-Time (PIT) Count



Live Q&A



Housing Inventory Count (HIC)



Definition & Applicable Projects

- ▶ A point-in-time inventory for all projects within the Cuyahoga CoC that provide beds/units to persons who are or were homeless upon entry.



BED = persons



UNIT = households, apartments, etc.

- ▶ Applicable project types:
 - ▶ Emergency Shelter – Entry/Exit
 - ▶ Transitional Housing
 - ▶ Safe Haven
 - ▶ Permanent Supportive Housing
 - ▶ Other Permanent Housing (EHVs)
 - ▶ Rapid Rehousing



Data Required

- ▶ Total number of year-round beds with subsets identified for:
 - ▶ Households with children
 - ▶ Households without children (includes households with only adult children or multiple adults)
 - ▶ Households with only children
 - ▶ Veteran beds (with, without, and with only children)
 - ▶ Youth beds (with, without, and with only children)
 - ▶ Chronically Homeless beds (with, without, and with only children)
- ▶ Total number of seasonal beds
- ▶ Total number of overflow beds
- ▶ Point-in-time count of persons served on PIT night **(1/27/26)**





Data Collection Processes

HMIS-Participating Projects

- ▶ ES, TH, SH, & PSH (project-based)
 - ▶ Bed/unit inventories should be reported to OHS via email by **1/23/2026**.
 - ▶ Should include only those beds/units that are ONLINE on the night of the PIT count
- ▶ RRH & PSH (tenant-based)
 - ▶ Bed/unit inventories should be reported to OHS via email by **2/17/2026**.
 - ▶ Should include only those who have a move-in date entered
- ▶ OHS will compare reported numbers to what is present in HMIS and update inventories, as needed.
- ▶ Utilization issues: if utilization is above 105% or low (determined by project type), expect an email from OHS for explanation

Non-HMIS-Participating Projects

- ▶ Review your bed/unit inventory for each applicable project
 - ▶ Should include only those beds/units that are ONLINE on the night of the PIT count
- ▶ Send an email to OHS confirming your bed/unit inventory by **1/23/2026** using the breakdown provided in previous slide
- ▶ Census will need to be provided via another email by **2/17/2026**.
- ▶ Utilization issues: if utilization is above 105% or low (determined by project type), expect an email from OHS for explanation



Point-In-Time (PIT) Count

Definition & Applicable Projects

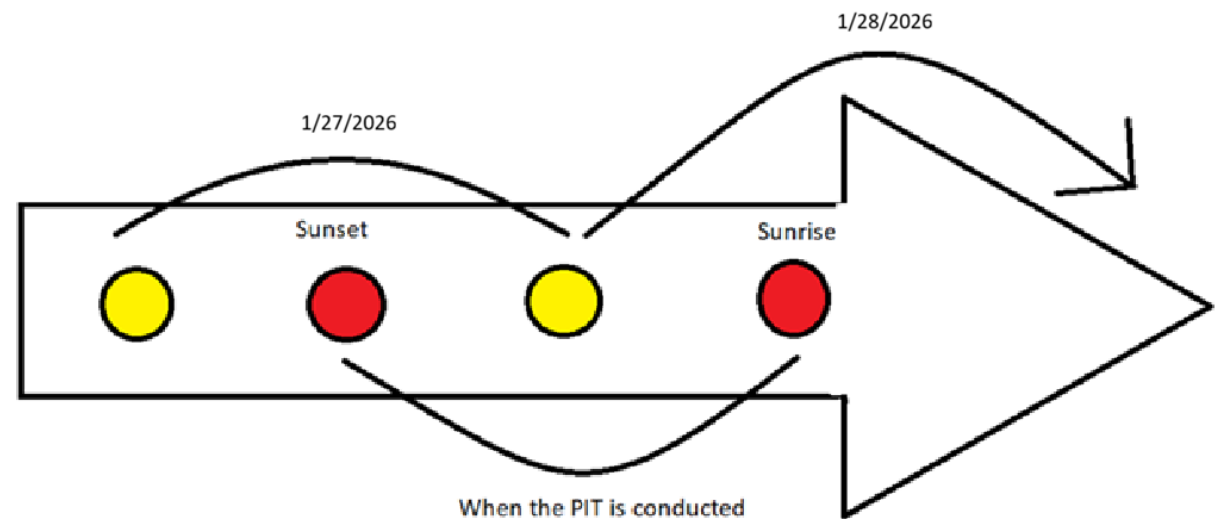
- ▶ A one-night count of all persons experiencing both sheltered and unsheltered homelessness in the CoC.
- ▶ This year's PIT date = **1/27/26**
- ▶ Why conduct the count in January?
 - ▶ HUD believes that this count is more precise when determining who is unable or unwilling to access traditional shelter, helps raise public awareness, and a tool to adjust interventions.
- ▶ Applicable project types:
 - ▶ Emergency Shelter – Entry/Exit
 - ▶ Transitional Housing
 - ▶ Safe Haven
 - ▶ Unsheltered





Timing of the Count

- ▶ **1/27/26** is the night of the count.
- ▶ The term “night” refers to a period of sunset to sunrise spanning two dates (1/27/26 and 1/28/26).
- ▶ Locally, we have set the timing of the count starting at 5:30p on 1/27 and ending at 10a on 1/28.





Data Required

HOUSEHOLD TYPES:

- Households with children
- Households without children
- Households with only children
- Youth Households without children
- Youth Households with children
- Veteran Households with children
- Veteran Households without children

DATA REQUIRED FOR EACH HOUSEHOLD TYPE:

- # of households served
- # of persons served in those households with the following subsets identified:
 - Age tiers (under 18, 18-24, 25-34, 35-44, 45-54, 55-64, 65+)
 - Sex
 - Race & Ethnicity
 - Chronic homelessness status

SPECIAL SUBPOPULATIONS

- # of adults (all populations; older than 18) with/who are:
 - Serious Mental Illness
 - Substance Use Disorder
 - HIV/AIDS
 - Survivors of Domestic Violence



Data Collection Processes

Sheltered Count – HMIS

- ▶ After the PIT date, ensure that all entries and exits are completed in HMIS.
 - ▶ ONLY CLIENTS WHO STAYED THE NIGHT ON THE PIT NIGHT SHOULD BE OPEN!
- ▶ Run an APR (HUDX-227) for the PIT date and ensure all errors are fixed.
 - ▶ Specifically, ensure the correct people are showing as active and that all disability/DV questions are answered.
- ▶ Send an email to OHS with APR attached confirming the numbers are correct **by 2/17/2026.**

Sheltered Count – Non-HMIS

- ▶ After the PIT date, ensure that all data collected in an HMIS-comparable database is accurate.
- ▶ Pull a roster report for the PIT date with all the required data elements listed in previous slide – this should include NAMES, DOBs, and SSNs (if acquired) of all program participants.
- ▶ Send roster as a spreadsheet to OHS **by 2/17/2026.**



Data Collection Processes

Unsheltered Count

- ▶ Prior to the PIT date, OHS & NEOCH will convene a meeting with outreach providers and other volunteer groups to discuss deployment plan.
- ▶ **On 1/22/26**, those providers are to pick up a set of PIT Street Cards from OHS's office.
 - ▶ **2421 Community College Ave., Cleveland, OH 44115**
 - ▶ Parking is available in the front of the building; ask for Nick or Amanda at security.
 - ▶ If needed, please let us know if you need the cards delivered!
- ▶ **Starting at 5:30p on 1/27/26 and ending at 10a on 1/28/26**, the count will be conducted, focusing on those who are bedded down for that night.
- ▶ Each person interviewed should have PIT Street Card filled out in its entirety. Cards with missing identifying information will be left out.
- ▶ PIT Street Cards are to be returned to OHS's office **before 1/31/2026**.
- ▶ Any card turned in after that date will not be considered.



Data Collection Processes

Deduplication Process

- ▶ OHS will review and compare all PIT Street Cards, rosters from non-HMIS-participating providers, and rosters from HMIS-participating providers.
- ▶ Any PIT Street Card that is incomplete/does not have enough identifying information on it will be discarded.
- ▶ Any PIT Street Card that is duplicated with a sheltered situation will be discarded.
- ▶ Any duplicated, sheltered person will be discussed by OHS and the providers that are overlapping until only one shelter enrollment exists.



IMPORTANT NOTE

THE HMIS DATA SUBMITTED FOR BOTH THE HIC AND PIT COUNT SHOULD NEVER BE CHANGED OVER THE COURSE OF THE YEAR!

ALL END-OF-YEAR, FEDERAL REPORTING IS GOING TO REFER TO WHAT WAS SUBMITTED FOR THIS COUNT AND THE DATA WILL NEED TO MATCH!

BY CONFIRMING YOUR DATA VIA EMAIL TO OHS, YOU ARE AGREEING THAT THIS DATA WILL NEVER CHANGE AND IS COMPLETELY ACCURATE!



Links to Resources

- ▶ 2024 Housing Inventory Count (HIC) and Point-In-Time (PIT) Count Data Collection Notice
 - ▶ <https://www.hud.gov/sites/dfiles/CPD/documents/2024-HIC-and-PIT-Data-Collection-Notice-2023-11-02.pdf>
- ▶ HUD Point-In-Time (PIT) Count Methodology
 - ▶ <https://files.hudexchange.info/resources/documents/PIT-Count-Methodology-Guide.pdf>



QUESTIONS