

2024 Point in Time (PIT) & Housing Inventory Chart (HIC): Alaska DV/AKHMIS Non-Participating Provider

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PURPOSE

This guide should be used for the purposes of completing the Institute for Community Alliances (ICA) PIT/HIC Online Entry Portal for your 2024 submissions.

PROCESS

WEBSITE

Providers will enter their HIC data into an online form on or after 1/30/2024.

A link to the online form will be made available for each Alaska Continuum of Care (either the Alaska Balance of State Continuum of Care or the Anchorage Continuum of Care) on the Institute for Community Alliances (ICA) website > Alaska HIC/PIT.

Providers in the Alaska Balance of State Continuum of Care, use: AK Balance of State HIC Sheltered 2024

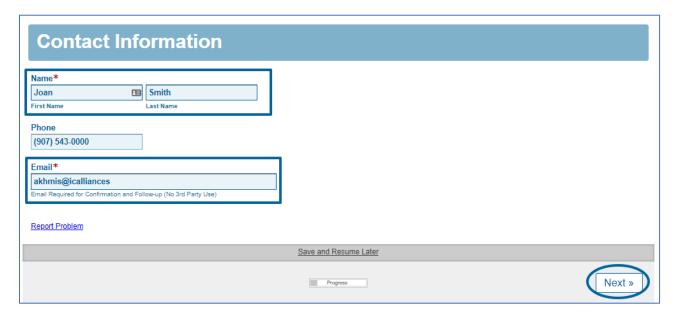
Providers in the Anchorage Continuum of Care, use: Anchorage HIC Sheltered 2024

Links for these two forms will be available on 01/30/2024 at Alaska PIT/HIC

All data should be entered by February 8, 2024.

CONTACT INFORMATION

The first page contains **Contact Information**; enter your Name, Phone, and Email Address (*indicates required fields) and click "**Next** »".





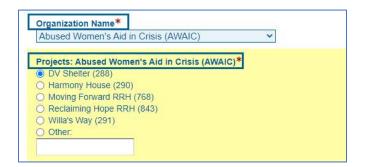
PROGRAM INFORMATION

The **Organization Name drop-down list** is pre-populated from the previous year's Housing Inventory Count (HIC) and domestic violence programs.

Select the project's Organization Name from the "Organization Name*" drop-down list. The Projects section will update with projects like "DV Shelter" and "Transitional Housing". If your project is listed, select your project to continue enter HIC/PIT information for that project. If your project is not listed, select "Other" and enter the project's name in the box to continue entering HIC/PIT information for that project.

NOTE: If you have more than one project to enter data for, you will complete this process for EACH project, i.e. one survey for shelter and one for transitional housing.

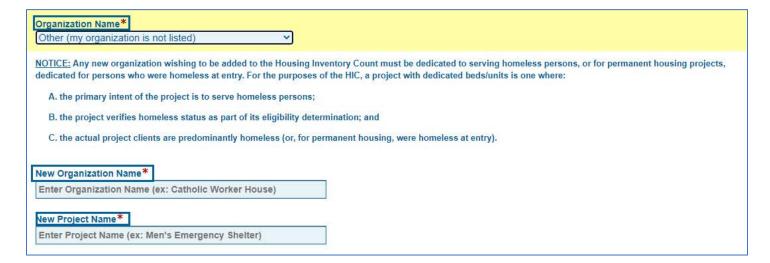
Hotel/motel stays paid for by your Organization on the night of the PIT count are counted as an additional "Other" project that would need their own survey (one survey for all the hotel stays that night) ONLY if you provided any on that night (1/29/2024).





IF THE PROJECT DID NOT SUBMIT HIC DATA IN THE PREVIOUS YEAR AND/OR IS NOT IN THE DROPDOWN LIST:

Select "Other (my organization is not listed)" and complete the requested fields.





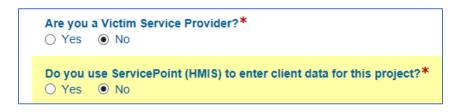
PROJECT DETAILS

Answer all questions in this section - some of the questions include **conditional logic** that will make questions appear and disappear.

If the answer is "No" for "Was the project you selected operational on the night of the count?", an additional question will ask if it was "Under Development" or "Closed".



Select "Yes" for the *Are you a Victim Service Provider*? When "Yes" is selected for Victim Service Provider, the additional question about whether or not the project uses HMIS will be replaced by an additional question about whether or not the uses an HMIS-Comparable Database.





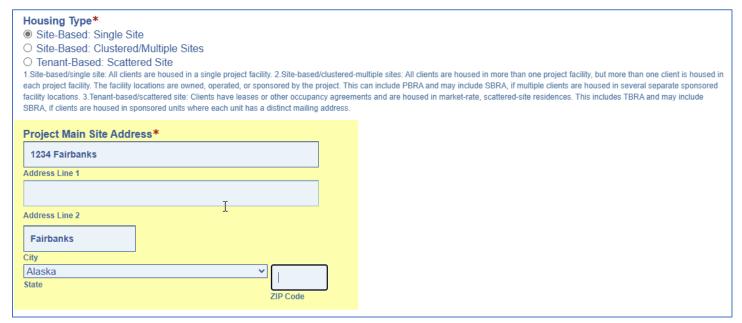
Select the Project Type that most closely resembles your project.





ADDRESS AND GEOCODE

NOT A VICTIM SERVICES PROVIDER



If the "Housing Type" is either "Site-Based: Single Site" or "Site-Based: Clustered/Multiple Sites", complete the "Project Main Site Address". If it is a clustered site, use the address that is considered primary. For "Tenant-Based: Scattered Site", complete the Zip Code field with the zip code where the majority of housing resides.

VICTIM SERVICES PROVIDER



Simply complete the Geocode.

The **Project Geocode** dropdown is prepopulated with the Alaska geocodes. Select the one that makes sense for your project.

TARGET POPULATIONS



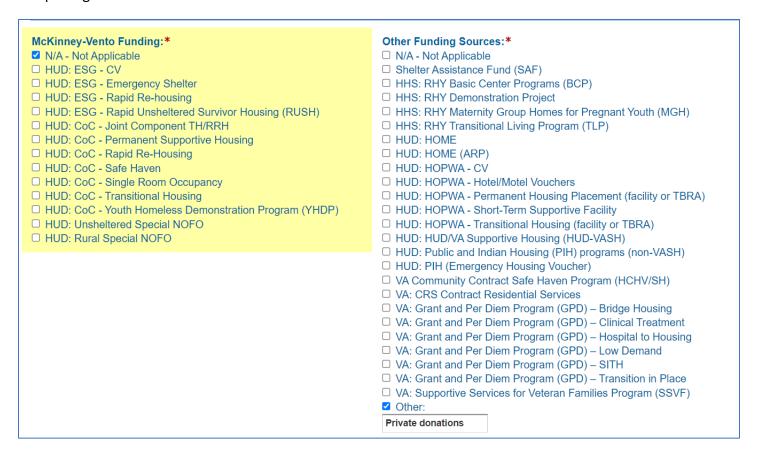
For target population, select "DV – Domestic Violence Victims".

Click **Next** at the bottom of the page to move to the next page.



FUNDING SOURCES

Under "Funding Sources", please make sure to select all that apply for the specific project for which you are completing this form.

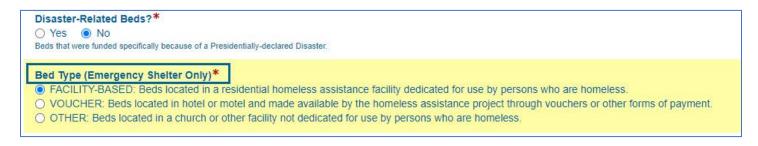


Workaround: If an incorrect project type is selected and then changed but does not update, click **Save and Resume** Later at the bottom of the form and follow the provided link to continue the submission.



HOUSING INVENTORY COUNT (HIC)

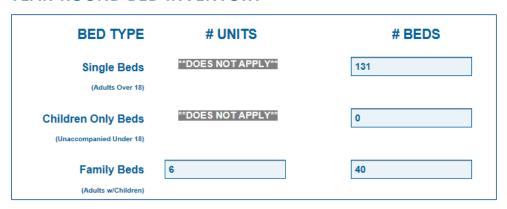
The "Disaster-Related Beds" field defaults to a "No" answer.



If completing information for an Emergency Shelter project, select the type of beds available within the project.

Note: If the project paid for a person (or multiple people) to stay at a hotel or motel on this night, do another survey for the hotel stay(s) and then select "VOUCHER" on this list.

YEAR-ROUND BED INVENTORY



Record the beds and units (if applicable) available year-round – this does not include the number of overflow beds or seasonal beds for Emergency Shelter projects.

Note that the "Children Only Beds" is for Unaccompanied children and Single Beds for adults are for adults only. If the beds can be for either adults or children (with adults), they should be entered as "Family Beds".

Also note that if the project served households with children, the "Units" section will need to be completed as well. "Units" is the number of rooms and/or apartments, etc.

OVERFLOW BED INVENTORY



If the project has beds that are available, if needed, because the project is over capacity, include the number of overflow beds available. These are beds that are not included in the "Year-Round Bed Inventory" section and are not included in the "Seasonal Bed

Inventory" section because overflow beds are available any time during the year, whereas seasonal beds are only available during specific times of the year.



SEASONAL BED INVENTORY



If the project has **beds that are only available during specific times of the year**, include the number of seasonal beds available. If a number is entered into the seasonal beds section, it will also ask for the **dates those beds are available**.

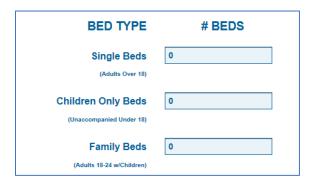
These beds are beds that are not included in the "Year-Round Bed Inventory" section and are not included in the "Overflow Bed Inventory" section because seasonal because are only available during specific times of the year. Seasonal-only shelters should put all their beds here (unless they also have overflow beds to report).

VETERAN BED INVENTORY



Include beds in this section **only if the beds are dedicated or prioritized to serve veterans and veteran families**. This does not mean that if a veteran is in your project on the night of the count, the bed should be counted as a veteran bed. The bed should only be counted if **it can only be filled by a veteran or veteran family**. If this is not applicable, enter zeroes in this section.

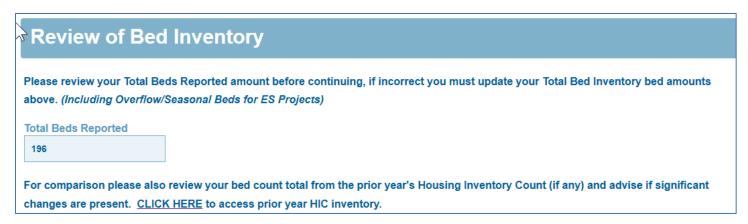
YOUTH BED INVENTORY



Include beds in this section **only if the beds are dedicated or prioritized to serve youth under age 25.** This does not mean that if a youth under age 25 is in the project on the night of the count, the bed should be counted as a youth bed. The bed should only be counted if **it can <u>only</u> be filled by a youth under age 25**. If this is not applicable, enter zeroes in this section.



REVIEW OF BED INVENTORY



This section allows the project to review the total number beds reported within the previous sections and compare it to the previous year's HIC (this would only be applicable to projects that were included on the previous year's HIC). Use the <u>CLICK HERE</u> link to see last year's HIC inventory. *Please review carefully* and make any necessary changes before moving on.

Answer the last question: "Does your current bed count match your prior year beds reported?". If the answer is "no", provide an explanation about the changes.

	nt year bed count match your prior N/A (New Project or No Previou		
Please provide a	n explanation about what has occ	rred that resulted in these bed count changes since las	t year:
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			, , , , , ,

Then click "Next »".

Next »



POINT IN TIME (PIT)

The night of the Point in Time Count 2024: Overnight January 29-30, 2024.

A paper form is available to fill out during/after the count. Many DV/SA providers may find it easier to write their answers on a form first before submitting it online, particularly if the project does not have an easy way to get that night's data from a database or other type of tracker. A project does not need to use the paper form if it is not. If the project has not already received this paper form and would like to use it, please contact ICA at AKHMIS@icalliances.org.

Responses still need to be submitted online via the websites listed on the first page of this guide, even if a paper form is used. If the paper form is used to collect information, it will just be used by the project to fill in the online survey. If the person entering the survey information has difficulty accessing the online portal, including limited internet availability, please contact ICA at AKHMIS@icalliances.org.

All Point in Time reporting for non-HMIS participating providers, including Victim Services Providers, will be done **in aggregate**. The person entering the information only need to fill in the boxes with numbers.

The online form **contains conditional logic and error checks**, so if the numbers don't match up at the end, those errors will not clear and the person entering the data will not be able to move forward until the numbers match and make logical sense.

The online form **does not allow for missing data**, so if there are issues where the project is counting persons served on the night of the count for which it does not have full demographic information, please contact ICA at AKHMIS@icalliances.org to talk through these issues and how to deal with them.

TOTAL HOMELESS POPULATION

Include the **numbers of all households and persons in the three different categories** served by this project on the night of the Point in Time Count (overnight January 29-30,2024).



Error messages will appear immediately after numbers have been entered into the above fields - do not worry. They will clear out when completing the demographics and information on the rest of the page, unless the numbers do not add up.



AGE, GENDER, ETHNICITY, AND RACE

Complete aggregate age, gender, ethnicity, and race numbers for each of the "Total Number of PERSONS" categories. Note that unless the numbers in each demographic category match the "Total number of persons" fields, there will be errors that will need to be cleared out.

AGE			
Persons Under 18		**DOES NOT APPLY**	
Persons 18-24			**DOES NOT APPLY**
Persons 25-34			**DOES NOT APPLY**
Persons 35-44			**DOES NOT APPLY**
Persons 45-54			**DOES NOT APPLY**
Persons 55-64			**DOES NOT APPLY**
Persons 65 and Over			**DOES NOT APPLY**
GENDER Note	: Each client can only be counted f	or a single Gender category. See this	link for instructions on how to categoriz

GENDER	Note: Each client can only be counted for a single Gender category. See this link for instructions on how to categorize clients based on their gender identification(s). For more support, please reach out to your community's Point in Time
B	coordinators.
Woman (Girl if child)	
Man (Boy if child)	
Culturally Specific Identity	
Transgender	
Non-Binary	
Questioning	
Different Identity	
More Than One Gender	



RACE AND ETHNICITY		
American Indian, Alaska Native, or Indigenous		
American Indian, Alaska Native, or Indigenous		
& Hispanic/Latina/e/o		
Asian or Asian American		
Asian or Asian American & Hispanic/Latina/e/o		
Black, African American, or African		
Black, African American, or African & Hispanic/Latina/e/o		
Hispanic/Latina/e/o		
Middle Eastern or North African		
Middle Eastern or North African & Hispanic/Latina/e/o		
Native Hawaiian or Pacific Islander		
Native Hawaiian or Pacific Islander & Hispanic/Latina/e/o		
White		
White & Hispanic/Latina/e/o		
Multi-Racial (NOT Hispanic/Latina/e/o)		
Multi-Racial & Hispanic/Latina/e/o		

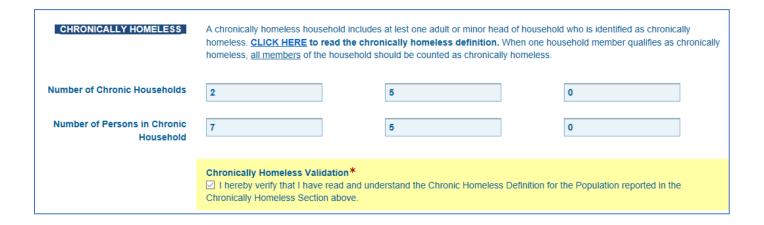


CHRONICALLY HOMELESS COUNT

This only applies to shelter projects. Please **carefully read the definition of chronic homelessness** and take note of what is stated in the "Chronically Homeless" section before including counts in those fields.

Chronic Definition: A chronically homeless person...

- 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.
- C. Has a disability.



Once the chronic homeless counts have been entered, the person entering the information will be asked to **validate those numbers** before moving on.



VETERAN HOMELESS POPULATION

If the project served any veterans or veteran families on the night of the Point in Time, include the numbers about those clients in this section.

These numbers are a subset of the total population on the page before. If the project served any veterans, please note that the additional demographic data is only needed for the veteran, not the entire household.

If the project did not serve any veterans on the night of the Point in Time, please enter all 0s.

	Households with at Least 1 Adult and 1 Child Under 18	Households without Children
Total Number of Veteran HOUSEHOL	Enter Households Amount \$	Enter Households Amount
Total Number of PERSONS in Veter Househo	Enter Persons Amount	Enter Persons Amount
Total Number of VETERANS O		
Total Number of VETERANS O	Enter Veterans Amount	Enter Veterans Amount
ho	e: Each client can only be counted for a single Gender catego v to categorize clients based on their gender identification(s). ir community's Point in Time coordinators.	
Wannan (Girl if abild)		
Woman (Girl if child)		
Man (Boy if child)		
Culturally Specific Identity		
Transgender		
Non-Binary		
Questioning		
Different Identity		
More Than One Gender		

Ni



RACE and ETHNICITY - (VETERANS ONLY)	
American Indian, Alaska Native, or Indigenous	
American Indian, Alaska Native, or Indigenous	
& Hispanic/Latina/e/o	
Asian or Asian American	
Asian or Asian American	
& Hispanic/Latina/e/o	
Black, African American, or African	
Black, African American, or African	
& Hispanic/Latina/e/o	
Hispanic/Latina/e/o	
Middle Eastern or North African	
Middle Eastern or North African	
& Hispanic/Latina/e/o	
Native Hawaiian or Pacific Islander	
Native Hawaiian or Pacific Islander	
& Hispanic/Latina/e/o	
White	
White	
& Hispanic/Latina/e/o	
Multi-Racial	
(NOT Hispanic/Latina/e/o)	
(NOT Inspanie/Launa/e/o)	
Multi-Racial	
& Hispanic/Latina/e/o	



CHRONICALLY HOMELESS	When one veteran household member qualifies as chrobe counted.	nically homeless, <u>all members</u> of the household should
Chronic Veteran Households		
Persons in Chronic Veteran Households		

PARENTING YOUTH (INCLUDING YOUNG ADULTS UNDER AGE 25) POPULATION

If the project served parenting youth (including young adults under age 25) on the night of the Point in Time, please read through this section very carefully.

All persons in a parenting youth household must be under the age of 25 years.

As with the veteran population, this is a subset of the total population the project served on the night of the count. Additionally, as with the veteran population, the project will only report demographics on the youth parent, not on their children.

Note that this is **broken out into TWO SUBSETS**: parenting youth who are under 18 years of age, and parenting youth who are 18 - 24 years of age.

If the project did not serve any parenting youth on the night of the Point in Time, please enter all zeros.

Please complete the **Gender, Ethnicity, Race** sections for the Parents Only. The **Chronically Homeless** information should include all member of the household.

Total Number of Parenting Youth HOUSEHOLDS	2
Number of PARENTING YOUTH Only Under 18	0
^Number of CHILDREN with Parenting Youth Under 18	0
Number of PARENTING YOUTH Only 18 -24	2
^Number of CHILDREN with Parenting Youth 18 - 24	0
Total Number of PARENTING YOUTH Only	2 Auto-Generated Sum
Total Number of CHILDREN with Parenting Youth	0
Total Number of PERSONS in the Parenting Youth Household	Auto-Generated Sum
tias datum kunga daga mengga daga kengga daga dan penggan berada kengga 1992-1990, 1994, 1992-1993 daga daga d	Auto-Generated Sum
GENDER - (PARENTS ONLY)	Auto-Generated Sum



UNACCOMPANIED YOUTH (INCLUDING YOUNG ADULTS UNDER AGE 25) POPULATION

If the project served any unaccompanied youth (including young adults) under age 25 on the night of the Point in Time, they will be reported in this section.

Again, this is a subset of the total population the project reported. If the project's total population included unaccompanied youth, a note will appear in this section that those unaccompanied youth should also be reported here.

Please complete the **Gender, Ethnicity, Race** sections for the Youth Only. The **Chronically Homeless** information should include all member of the household.

NOTICE: You reported clients in the Households without Children 18 Section.	8-24 Section, those clients SHOULD ALSO BE REPORTED in this
Total Number of Unaccompanied Youth HOUSEHOLDS	8
Number of UNACCOMPANIED YOUTH Under 18	0
Number of UNACCOMPANIED YOUTH 18 - 24	8
Total Number of UNACCOMPANIED YOUTH	8 Auto-Generated Sum

HOMELESS SUBPOPULATIONS

Complete the data under "homeless subpopulations" for clients served on the night of the Point in Time.

Please note that clients should only be counted as survivors of domestic violence if they are also currently fleeing that domestic violence situation.

Adults with Serious Mental Illness	0
Adults with Substance Use Disorder	2
Adults with HIV/AIDS	0
Survivors of Domestic Violence (Currently Fleeing)	0

Once completed, click **Submit Form**.

Submit Form



NEED HELP?

For assistance with completing this form, please contact the AKHMIS Help Desk. Thank you!