



# 2025-2026 Housing Inventory Training

Sheltered Programs:  
ES, TH, SH, RRH, PSH, OH



# Important Contact Information

Jim Bombaci  
Nutmeg IT  
[Jim@NutmegIT.Com](mailto:Jim@NutmegIT.Com)

Shannon Quinn-Sheeran  
Housing Innovations  
[Shannon@HousingInnovations.US](mailto:Shannon@HousingInnovations.US)

Lindsay Fabrizio  
The Housing Collective  
[Lindsay@TheHousingCollective.Org](mailto:Lindsay@TheHousingCollective.Org)

Nutmeg Help Desk  
[Help@NutmegIT.Com](mailto:Help@NutmegIT.Com)

CT BOS Contact  
[ctboscoc@gmail.com](mailto:ctboscoc@gmail.com)

ODFC Contact  
[Lindsay@TheHousingCollective.Org](mailto:Lindsay@TheHousingCollective.Org)

# Meeting Agenda

- Introductions
- Roles and Responsibilities
- Program Overview
- Housing Inventory Count (HIC)
- PIT Database Demo
- Key Dates
- Summary
- Questions/Close

# Roles and Responsibilities

Project Management – PIT Leadership Team

Database Support – Nutmeg

Bed Change Confirmation/Review

- CTBOS: Housing Innovations
- ODFC: The Housing Collective

Bed Count Confirmation Monitoring

- CTBOS and ODFC



# Federal Requirements for Counting People Experiencing Homelessness & Inventory

## Purpose of Counts

- **HIC (Housing Inventory Count):** Count units & beds dedicated to community members experiencing homelessness.
- **PIT (Point-in-Time Count):** Count individuals experiencing homelessness in sheltered & unsheltered spaces. (not meant for human habitation).

## Timing of Counts

- **HIC:** Starts now; adjustments for unknown/unexpected changes for 1/27/26
- **PIT:** Conducted within the last 10 days of January. CT PIT count on **1/27/2026**.

## Areas of Focus

- **HIC:** Count available units & beds in housing programs (HMIS and Non-HMIS)
- **PIT:** Count total households & individuals in those units/beds on 1/27/26.

# Federal Requirements for HIC & PIT (2)

## Importance of the Counts

- Snapshot of Homelessness: Provides annual insights into homelessness trends.

## Ultimate goal

- Determine federal funding and resource allotment/eligibility for Connecticut.



The PIT counts people experiencing homelessness within each Continuum of Care's geographic region.

Populations included in PIT:

- Emergency Shelter (ES)
- Transitional Housing (TH)
- Safe Haven (SH)
- Unsheltered Situations

The HIC includes a people count for each program

Populations included in HIC:

- ES, TH, SH
- Rapid Rehousing (RRH)
- Permanent Supportive Housing (PSH)

## Overview Continued

Unsheltered - living in places not meant for human habitation, for example, outside, in bus stations, in cars, etc.

RRH and PSH – Programs considered permanent housing

- Participants are counted and reported to HUD
  - Fewer demographics reported
  - No longer considered to be experiencing homelessness



# Housing Inventory Count (HIC)

Purpose: Track the capacity to meet the needs of people experiencing homelessness in CT

- Tasks:
  - updating housing program information and
  - units and beds available for people experiencing homelessness throughout the state
- Includes:
  - Emergency Shelters (ES)
  - Safe Havens (SH)
  - Transitional Housing (TH)
  - Rapid Rehousing (RRH)
  - Permanent Supportive Housing (PSH)
  - Other Permanent Housing (OPH)

# Housing Inventory Count (HIC) Steps

Coordinated through the [PIT Database](#) - online database to update project capacity

Timeframe:

- Submit Help Desk tickets by **10/17/2025**
- Confirm Data by **10/24/2025**
- Update if any unforeseen changes in mid-January

Steps in PIT Database:

1. Identify & ensure inclusion of all projects dedicated to housing people experiencing homelessness
  - New Project form: email help desk ([help@nutmegit.com](mailto:help@nutmegit.com)) to request
    - Must include housing type & federal funding source

## HIC Steps in PIT Database Cont'd

2. Review & confirm/update as necessary project details (address, funding source)
  - Site-based require physical address (except DV)
  - Scattered site – report location of most beds, may use agency address
  - DV programs – include only Zip Code
  - GPD Programs require specific fund type (Bridge, Clinical, etc.)
  - **New:** Click checkbox confirming address is current/accurate
3. Review & update/confirm all unit & bed numbers for each project
  - Beds for families (adult over 18 w/ child(ren)) vs. single adults
  - Beds for specialized populations (e.g. Veterans & Youth)

**Note:** PIT Leadership Team will review bed capacity & may make changes to align project information project applications

# Rapid Rehousing Process

## Important Dates:

- Confirm Bed Inventories: Wait until after the count on **1/27/2026**
- Data Entry/Confirmation Deadline: **2/3/2026**

## Process Overview:

- After confirmation, HIC will auto-populate to match household & people counts

## Key Reminder:

- After confirming Population Data, **RRH users must review and confirm** that the bed counts (HIC) have auto-populated correctly.

RRH Bed numbers must be identical to the number of people housed and receiving services (case management without rental payments do count)

# PIT Steps

Reminder: PIT = people portion & counts the people experiencing homelessness on the night of the count

## Timeline:

- Confirm People Count: Night of **1/27/2026** or after
- Data Entry/Confirmation Deadline: **2/3/2026**

## Brief Overview:

- Completed via [PIT database](#): staff either review (HMIS participant projects) or enter (non-HMIS participating projects) total people sleeping in the program on the night of the count
- Providers, Regional Coordinators, CoC Leadership, and Nutmeg collaborate to ensure all projects enter and/or verify data in a timely fashion



# PIT Database Demonstration





# PIT App Training: Information Page

## CTHMIS PIT Information Page

<https://cthmis.com/pit/>

The screenshot shows the CTHMIS website interface. At the top left is the 'CT HMIS Measuring Success' logo. A search bar is located next to it. On the right side of the header, there are links for 'Support' and 'Launch CT HMIS'. The main navigation menu includes 'Home', 'About', 'News', 'Programs', 'Training', 'Resources', 'Support', 'Point-in-Time Count' (which is underlined), 'By Name List', and 'HMIS Data'. The main content area has a large heading 'Point-in-Time Count - 1/27/26' followed by a paragraph explaining the PIT count. Below this is a button labeled 'Point-in-Time Application Login'. To the right, there is a 'PIT Quick Links' section with links to 'PIT Dashboard', 'PIT App Login Guide', 'Report Archive', and '2025 PIT Report'.

CT HMIS  
Measuring Success

Search...

Support Launch CT HMIS

Home About News Programs Training Resources Support Point-in-Time Count By Name List HMIS Data

### Point-in-Time Count - 1/27/26

The Point-in-Time (PIT) count is a count of sheltered and unsheltered people experiencing homelessness on a single night in January. HUD requires that Continuums of Care conduct an annual count of people experiencing homelessness who are sheltered in emergency shelter, transitional housing, and Safe Havens on a single night. Continuums of Care also must conduct a count of unsheltered people experiencing homelessness every other year (odd numbered years). Each count is planned, coordinated, and carried out locally.

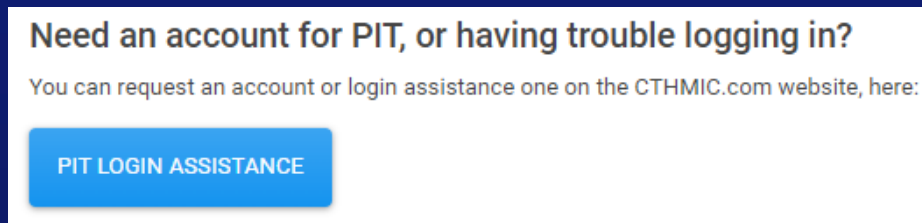
Point-in-Time Application Login

### PIT Quick Links

- PIT Dashboard
- PIT App Login Guide
- Report Archive
- 2025 PIT Report

# PIT App Training: Shelter/Housing Based Programs

Submit a help desk ticket button on the PIT login page - This button will be for any login issues or to register as a PIT DB user.



Clicking on the button will bring you the ticket submission form





# PIT App Training: Shelter/Housing Based Programs

## HMIS Participating and Non-HMIS Programs:

- ES – Emergency Shelter
- SH – Safe Haven
- TH – Transitional Housing
- PH – Permanent Housing
- RRH – Rapid Re-Housing
- OH – Other Housing



# PIT App Training: Shelter/Housing Based Programs

PSH Reserved Bed Data Collection - For **ALL PSH HMIS** and **Non-HMIS** programs, If the number of beds are greater than the number of people counted, you will need to provide not only the explanation but also a count of beds that are reserved, if any.

## Underutilization

An explanation is required if underutilization exceeds the set threshold.

### Underutilization explanation

### Unit / Bed Reservations

If there are clients who couldn't be counted above because they don't have a move-in date yet but who have a unit / bed reserved for them, enter those counts below.

	Adults w/ Children	Adults Only
Reserved Beds	<input type="text"/>	<input type="text"/>

# PIT App Training: Shelter/Housing Based Programs

Address confirmation for all programs – Users will need to verify the address for each program and click on the confirmation box in the address section. Scattered site PSH can use the agency address and DV programs are only required to provide the zip code.

A screenshot of a web form for address confirmation. The form has a white background and is set against a dark blue background. It contains several input fields: 'Address Line 1' with the value '89 Webster Street' and a red square icon with three dots; 'Address Line 2' which is empty; 'City' with the value 'Hartford'; 'State' with the value 'Connecticut' and a dropdown arrow; and 'Zip Code' with the value '06114'. At the bottom, there is a red arrow pointing to a checkbox labeled 'I confirm that the above address is current and accurate.'

Address Line 1 89 Webster Street

Address Line 2

City Hartford State Connecticut

Zip Code 06114

☐ I confirm that the above address is current and accurate.



# PIT App Training: Shelter/Housing Based Programs

## HMIS Participating Programs:

- Similar to the count process last year, all HMIS programs will have their people count data imported to the PIT database directly from HMIS
- ES, TH, SH & PSH Programs must first complete and confirm their bed count information and then the PIT count feature will be active.
- RRH Programs will review and confirm their people count data on the night of the PIT count and then confirm their bed data.
- You will be able to start working with the people count immediately for this year. This will allow users to actively test their data and clean up their data all the way up to the night of the count.
- All programs are encouraged to refresh and review their PIT data to make sure the counts are correct and make sense.

# PIT App Training:

## Shelter/Housing Based Programs

The rules that will pull client data into the PIT App are the same for all program types as last year

- Emergency Shelter:
  - Open enrollment
  - ES Check-in dated on the night of PIT - all household members
- Safe Haven and Transitional Housing
  - Just need an open enrollment
- Permanent Housing and Rapid Re-Housing:
  - Open enrollment
  - Move in date dated on or before the night of PIT - Head of Household
- Emergency Shelter Hotel/Motel
  - Open enrollment
  - 'Motel/Hotel Costs' service dated on the night of PIT - Head of Household

# PIT App Training: Shelter/Housing Based Programs

Also part of the PIT process is the **Funder Type** review.

- Example, Joint TH-RRH – Transitional Housing – Rapid re-Housing
- This is a funder type that requires that there be two specific programs.
- One for TH and one for RRH
- If your funder type is Joint TH/RRH, make sure that you have two distinct programs available



# PIT App Training: Shelter/Housing Based Programs

## Non-HMIS Programs:

If you are part of a **Non-HMIS** participating program and you DID NOT manage data for the PIT count last year, then I will need the following:

- First name, last name and email
- Name of program or programs you will need access to

If there is a new housing program that is not currently listed in the PIT App then, I will need the program set up sheet to be completed and submitted.

Submit a help desk ticket to request the program set up sheet:

[Help@nutmegit.com](mailto:Help@nutmegit.com)



# PIT App Training: Sheltered HMIS and Non-HMIS

## Non-HMIS Programs:

- All Non-HMIS programs will be able to confirm their beds in the PIT App similar to last year.
- As with the HMIS participating programs, the Non-HMIS programs will use the same bed change feature now in the PIT database





# PIT App Training:

## Shelter/Housing Based Programs

Bed Change Form Process – same process as last year

### Automated Bed Change Process

If a bed or unit number needs to change:

- Enter the new number
- Submit to the CoC for review
- The CoC will view a report showing your change & can either confirm or deny the change.

### RRH Bed Count Drop Alert

On the night of the count:

- After confirming people, check & confirm the bed (HIC) count
- If the bed count is lower than last year, an alert will appear.

Next Steps:

- Confirm If the numbers of people and beds are correct.
- If incorrect, determine if a client record is missing from the people count & adjust HMIS data as needed.

Non-HMIS PSH Reporting – Same process as last year

Bed count process remains the same

Provide **Household and Person Totals Only**

- the total number of households
- the total number of people

# Important Dates & Resources

## To Do:

- 10/7 -10/24 Ensure all projects are in PIT Database
- 10/7 – 10/24: All PSH, ES, TH and SH Providers Update Beds
- 10/17: Due date for help desk tickets
- 1/27/2026: Night of the count
- There will be automated email notifications sent out to users who are assigned to a program or programs that have not completed either Bed or People confirmations

## Important Dates & Resources

### To Do:

- 1/27/2026: Begin entering/confirming population data
- 2/3/2026: Data Entry deadline (1 week after “night of the count”)
- Project resources:

### **2025-2026 HIC/PIT Resource Website**

- If project not yet in the system, contact the help desk:

**Help@NutmegIT.Com**



# Important Contact Information

Jim Bombaci  
Nutmeg IT  
[Jim@NutmegIT.Com](mailto:Jim@NutmegIT.Com)

Shannon Quinn-Sheeran  
Housing Innovations  
[Shannon@HousingInnovations.US](mailto:Shannon@HousingInnovations.US)

Lindsay Fabrizio  
The Housing Collective  
[Lindsay@TheHousingCollective.Org](mailto:Lindsay@TheHousingCollective.Org)

Nutmeg Help Desk  
[Help@NutmegIT.Com](mailto:Help@NutmegIT.Com)

CT BOS Contact  
[ctboscoc@gmail.com](mailto:ctboscoc@gmail.com)

ODFC Contact  
[Lindsay@TheHousingCollective.Org](mailto:Lindsay@TheHousingCollective.Org)

# Questions

