Homelessness Data Exchange (HDX)
Instruction Guide

Housing Inventory Count

U.S. Department of Housing and Urban Development

March 28, 2011

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Guidebook Introduction

The Homelessness Data Exchange (HDX) is an online tool designed to allow Homeless Continuums of Care to submit data to the U.S. Department of Housing and Urban Development (HUD) for:

- The Annual Housing Inventory Count (HIC);
- The Homeless Point-in-Time Count (PIT);
- The Annual Homeless Assessment Report (AHAR); and
- Quarterly Homeless Counts through the Homelessness Pulse Project.

These reports are based primarily on data collected and maintained in Homeless Management Information Systems (HMIS). This guidebook provides guidance on submitting data in the HDX for the annual Housing Inventory Count. An additional guidebook will be available for the Homeless Point-in-Time Count (PIT).

The Housing Inventory Count (HIC)

Program Types

The Housing Inventory Count collects information about beds and units in each Continuum of Care, categorized by five Program Types. In addition, VA-funded beds that are dedicated for homeless persons should be included in the Housing Inventory Count. Instructions on which VA programs should be included and how each should be identified are described under each Program Type.

- **Emergency Shelter:** Total number of emergency shelter beds and units that are designated to serve people who are homeless and are recognized as part of the formal homeless system. VA Domiciliary Care for Homeless Veterans (DCHV) Programs should be listed in the Housing Inventory Count as emergency shelter with the prefix "VADOM."
- **Transitional Housing:** Total number of transitional housing beds and units that are designated to serve people who are homeless and are recognized as part of the formal homeless system. Existing SHP-TH programs that use a "Transition in Place" model and Rapid Re-Housing Demonstration (RRHD) projects funded under the 2008 NOFA should be categorized as transitional housing. VA Grant & Per Diem (GPD) Programs should be included in the transitional housing category with the prefix "GPD".
- **HPRP Homeless Assistance (Rapid Re-Housing)**: Total number of HPRP Homeless Assistance beds and units. CoCs should count the number of actual beds and units occupied on the night the annual inventory was done. Only HPRP Homeless Assistance beds and units can be reported in this section.

  When counting HPRP beds for the 2011 Housing Inventory Count, CoCs may only count beds/units that meet **all** of the following conditions:

  - HPRP participant is in <u>conventional</u> housing (own apartment, house, etc,) on the night of the annual housing inventory; **and**

- HPRP participant is receiving rapid re-housing assistance under HPRP (financial assistance and/or housing relocation & stabilization services); **and**
- HPRP participant housing status at HPRP program entry = literally homeless. HPRP prevention clients should not be counted.

- **Safe Haven:** Total number of Safe Haven beds and units that satisfy HUD's standards, as identified and defined in the 2009 NOFA.
- **Permanent Supportive Housing:** Total number of permanent supportive housing beds and units that are designated to serve people who are homeless and are recognized as part of the formal homeless system. HUD-VASH vouchers should be listed in the Housing Inventory Count as permanent supportive housing with the prefix "VASH."

Unmet Need

The Housing Inventory Count also includes a table that CoCs should use to complete information about unmet need.

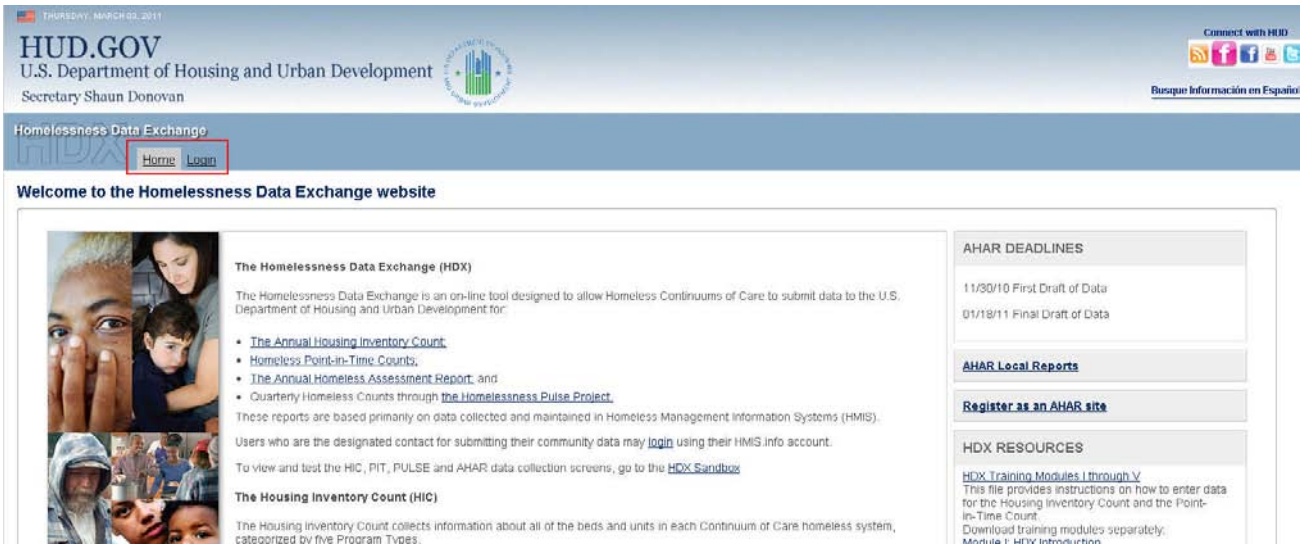
HUD's standardized methodology for calculating unmet need uses point-in-time data and local provider expertise to calculate an initial estimate of unmet need. Because the estimates from the standardized methodology may not reflect all that is known about the homeless population in your community, HUD recommends that key community stakeholders discuss the initial estimates to determine if adjustments are necessary to reflect other local information. HUD wants to ensure that Continuums have been thoughtful about assessing unmet need and in making plans to meet this need. HUD has developed guidance to assist CoCs in completing the unmet need calculation, which can be found at http://www.hudhre.info/. However, communities may choose to continue using their own procedures to determine unmet need.

I. Home Page

Users should access the HDX Home Page at the following URL Address:
http://www.hudhdx.info/

A. Home Page Contents

- Menu bar includes links to the Home Page and Login Page
- Left hand side – Provides an overview of HDX and the Reporting Modules
- Connect with HUD (top right hand side of page)
- Resources available on the right hand side
  - Due dates box on right side
  - AHAR Registration - New user AHAR registration
  - AHAR Local Reports – Link to local AHAR Reports
  - Links to HDX TA resources for HIC, PIT, AHAR, and Pulse



II. Registration and Login Process

The registration and login process applies to all HDX modules, including the Housing Inventory Count (HIC), the Point-in-Time Count (PIT), the Annual Homeless Assessment Report (AHAR), and the Homelessness Pulse Project.

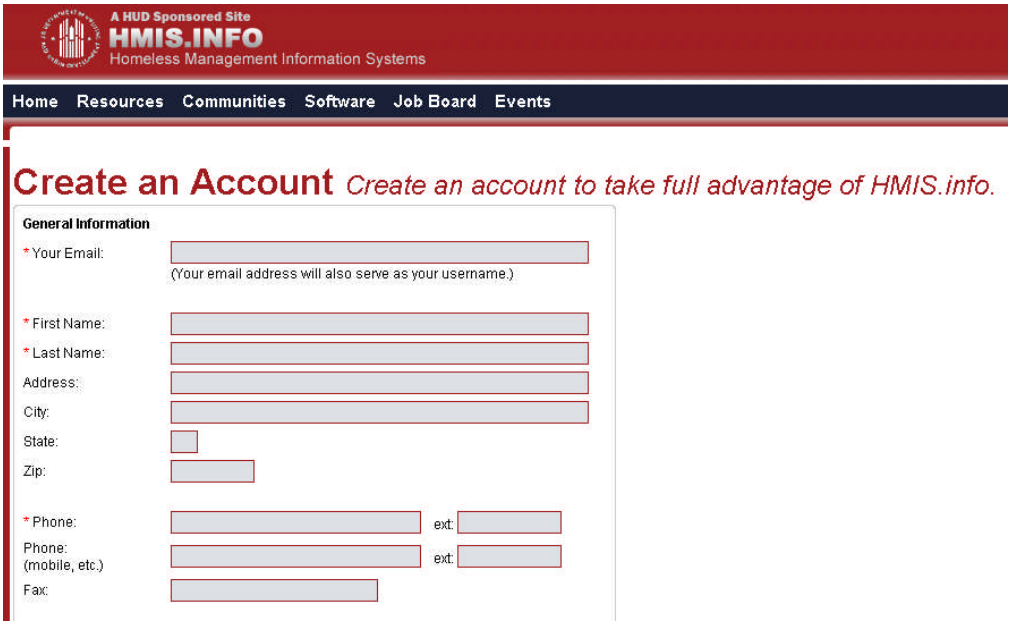
A. Create User Accounts

HDX user accounts are initiated by users on HMIS.info and assigned rights to each module by the primary contact for each CoC. The CoC primary contact is the person listed in your most recent CoC Homeless Assistance Application (Exhibit 1) or the person identified during the HUD updating process. To create a user account follow the **Create User Accounts at HMIS.INFO** directions listed below:

Create User Accounts at HMIS.info

HMIS.info and HDX login and passwords are identical. Users, who already have a HMIS.info login, do not need to re-register!

If you do not have a HMIS.info account, go to http://hmis.info/SignUp.aspx to register. Complete the form to create an account.



Once you have created an account you can login to HDX. Follow the procedures listed below to login.

B. Login to HDX

To login to the HDX, please follow the following steps:

1. Go to the HDX Website at www.hudhdx.info/Default.aspx
2. Click on Login tab
3. Login to HDX using your HMIS.info username and password

C. Add Users

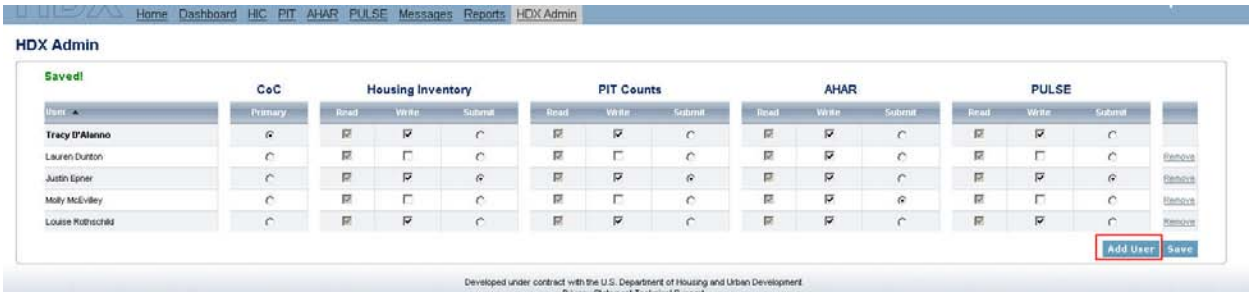
Before any data can be entered the CoC primary contact will need to identify user rights to each HDX module. Your CoC may decide that multiple people should be involved with inputting

and/or reviewing data. CoC primary contacts should follow the steps below to assign data user rights to users.

To add users, the CoC primary contact should:

1. Click on the HDX Admin tab. The HDX Admin tab is only visible to the CoC primary contact.

2. Next, click on the "Add User" button

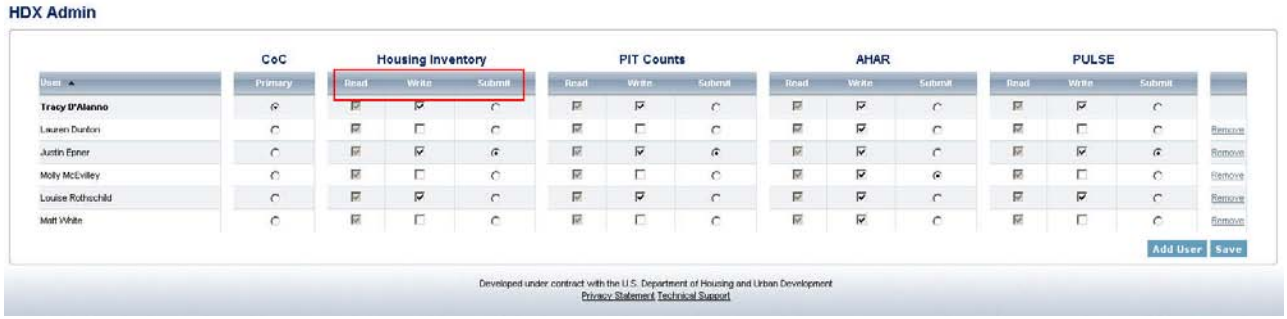


3. Add users by completing the new user's email address, first name and last name. The system will notify you if the user is registered at HMIS.info. If the new user has not registered, please ask them to register at HMIS.info.

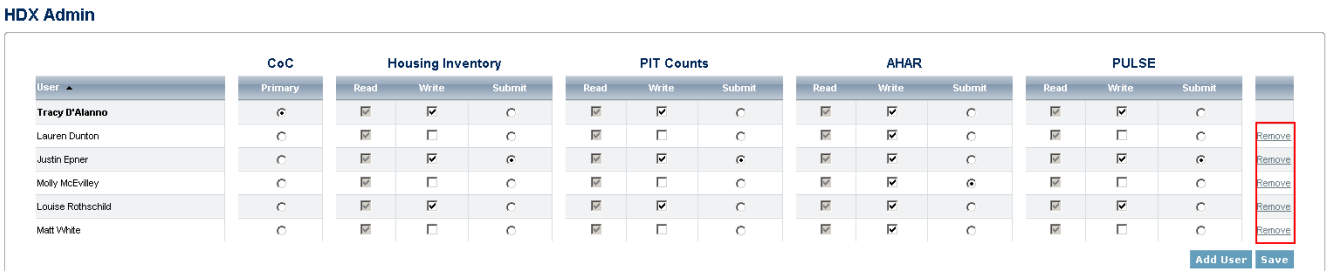
D. Assign Rights

The CoC primary contact assigns rights to each HDX module to appropriate persons by checking the appropriate boxes. The different HDX rights are:

- Individuals with **"Read"** access rights can see screens the screens, but cannot enter or edit data;
- Individuals with **"Write"** access rights can enter and edit data, but cannot submit data;
- Individuals with **"Submit"** access rights have authority to approve and submit data.



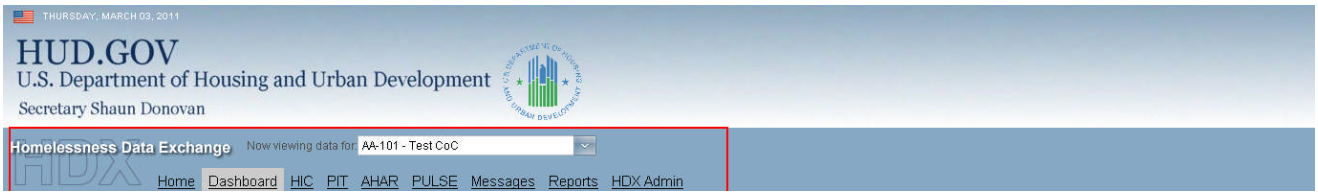
The CoC primary contact may also remove users by clicking on the remove link as seen below:



III. Navigation Bars

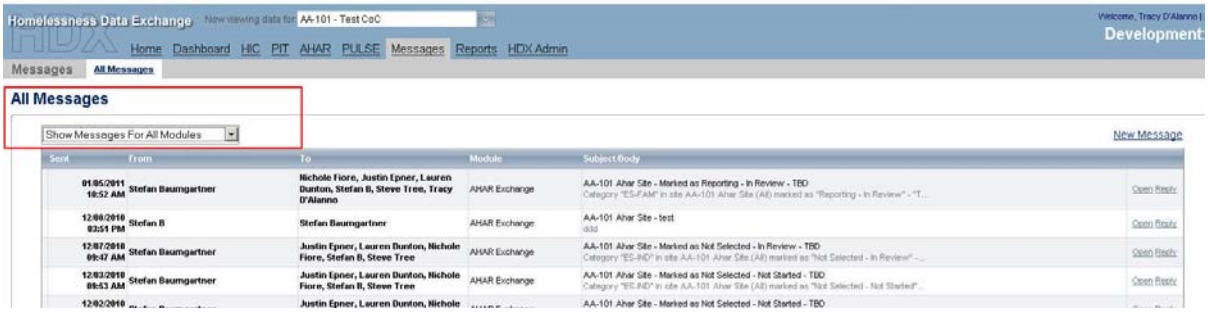
A. Primary Navigation Bar

The primary navigation bar allows the user to move between HDX modules and functions. To access each module or function, click on the desired tab as shown below.



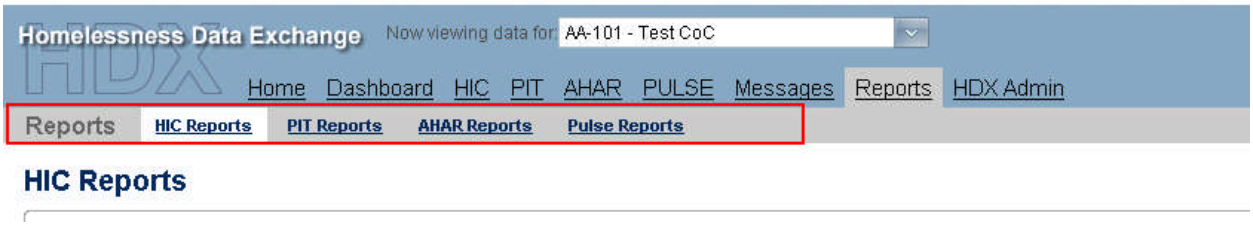
1. Messages

The Messages tab under the primary navigation bar is common to all modules. Users can view all messages sent and received for all modules or may choose to view only messages sent and received by individual modules by sorting the modules using the drop down menu on the left.



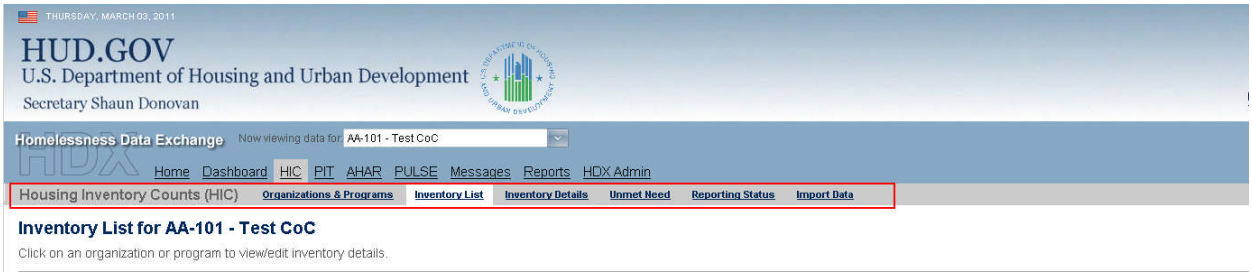
2. Reports

The Reports tab under the primary navigation bar is also common to all modules. Users can access reports for the HIC, PIT, AHAR or Pulse using this tab.



B. Secondary Navigation Bar

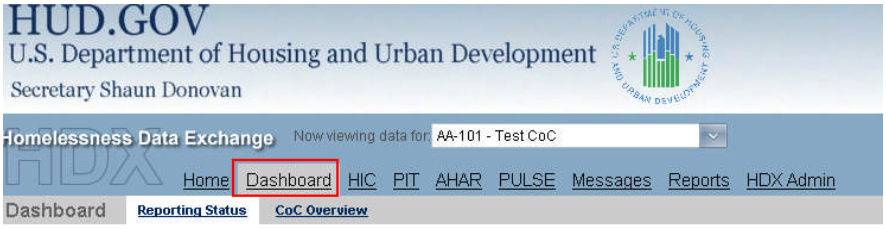
The secondary navigation bar allows the user to move between tabs within each module. To move between tabs, click on the tab desired.



IV. HDX Dashboard

A. Dashboard Overview

Click on Dashboard link as shown below to access the Dashboard.



The four boxes show dashboard information for the four reporting modules available in the HDX. The HDX Dashboard organizes all reporting categories into summaries on a single screen. Clicking the "View HIC" link will take authorized users to the main page of the HIC module. Each box shows the status of data so communities can track data entry progress.

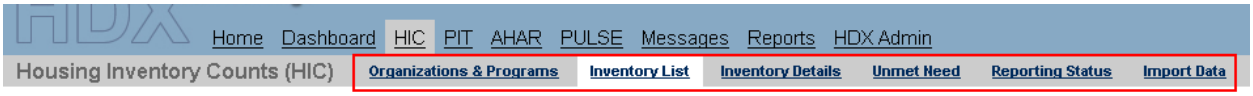
Important HDX Dashboard features:

- Shows when each report is due
- Aggregates data
- Includes the date data was most recently updated and who updated it
- Displays overall utilization (HIC)
- Shows whether the data has been "Submitted" is "In Progress" or is "Complete".

V. The Housing Inventory Count Module (HIC)

A. HIC Overview

The Housing Inventory Count section of the HDX includes six tabs on the secondary navigation bar. The purpose and use of each tab is described in more detail in the proceeding sections. The six tabs are:



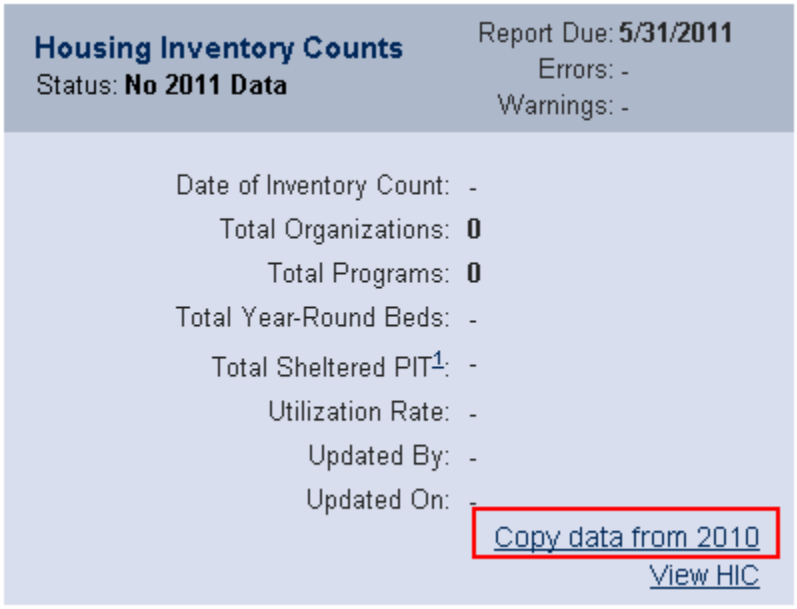
- **Organizations and Programs** – Allows the user to search inventory and provides a link to adding or editing organizations and programs.
- **Inventory List –** Provides a comprehensive list of every program and their associated details within the Continuum of Care.
- **Inventory Details** – Data entry page for recording program details.
- **Unmet Need** – Separate tab for recording the communities unmet need.
- **Reporting Status** – Provides user with access to reports, validation errors and warnings, messages and notes. Includes submit data button for data review.
- **Import Data** – Provides the user with the ability to import XML or CSV data or to copy HIC data from the previous year.

B. Importing HIC Data

There are two ways to import HIC Data in the HDX. They are:

1. Copy previous years HIC data from Dashboard

Users may copy their previous year's HIC data from the HIC summary box on the HDX Dashboard.

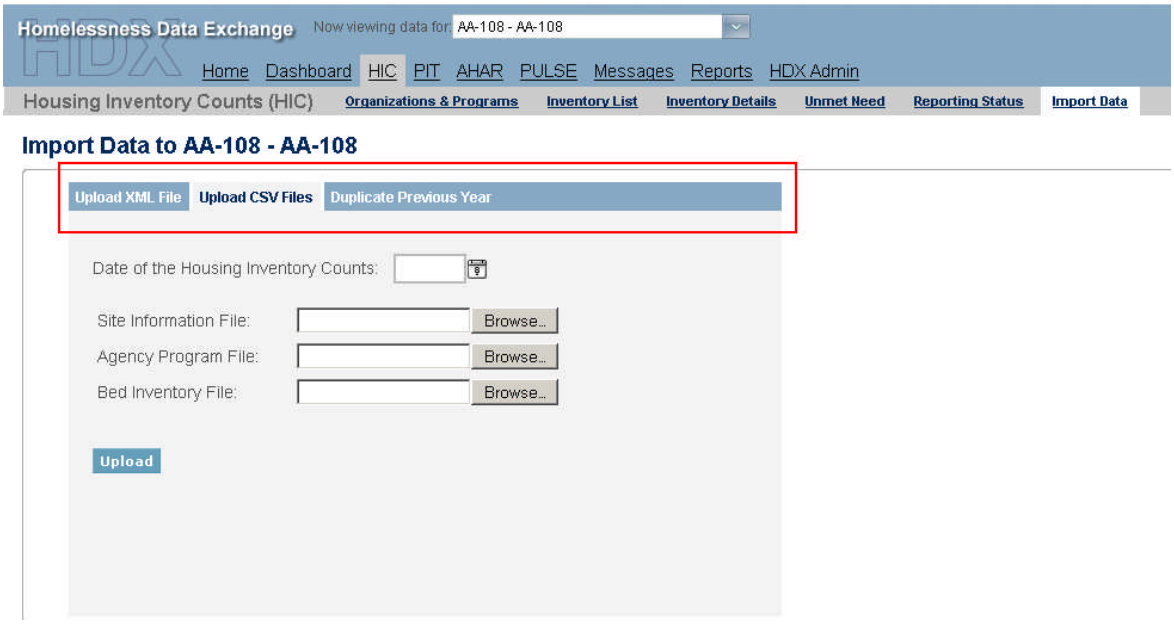


- First click "Copy data from 2010" link in HIC box of dashboard. Please note that once you have clicked "Copy Data from 2010", this feature will disappear.
- After copying the 2010 data, if you need to delete the date, you can ONLY do so in the Import Data screen under the HIC Module.
- After clicking on the copy data link, all Organizations and Programs are replicated from the previous year and are uploaded as current inventory. You can edit or delete these individually, and you can add entirely new Organizations/Programs, but all this must be done within the HIC section.

2. Copy or import data from the Import Tab

Users may also upload data to the HIC Module by clicking on the Import Data Tab as seen below. To do this, users should:

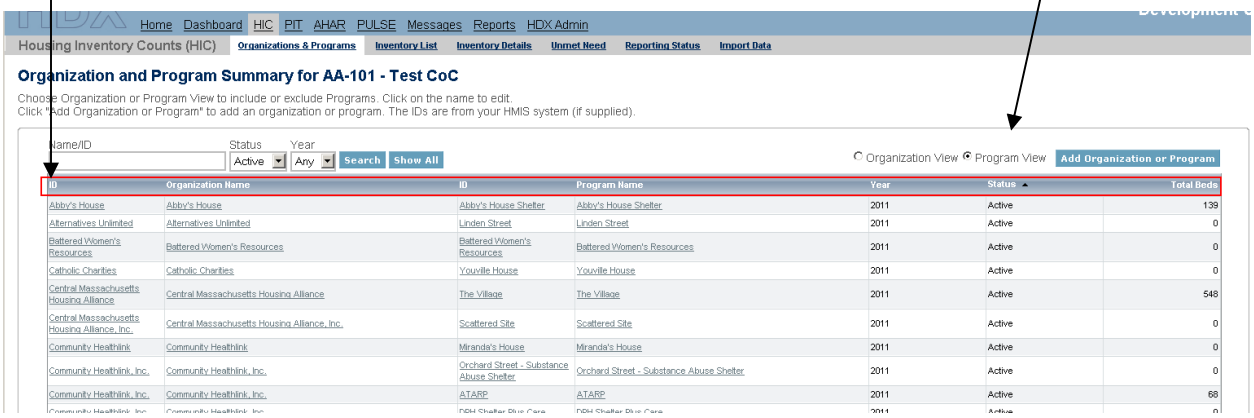
- Enter the date the HIC was conducted.
- Search and upload file.



C. Organizations and Programs

The Organizations and Programs tab provides you with an overview of all organizations and programs with housing inventory in your CoC. Functions available under the Organizations and Programs tab are as follows:

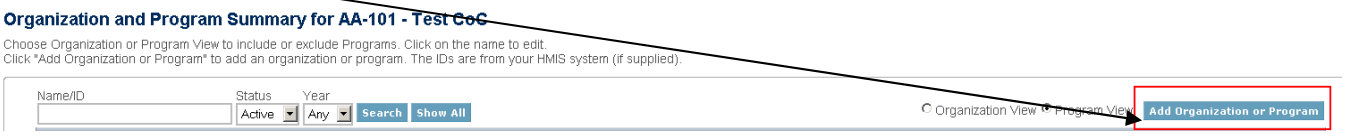
- Search for organizations and programs using the multiple search functions
- Filter by year or active/closed status
- To view just organizations - click on the Organization View button
- To view both organizations and programs – click on Program View button
- To sort organizations and programs click on header of each column



1. Creating a New Organization

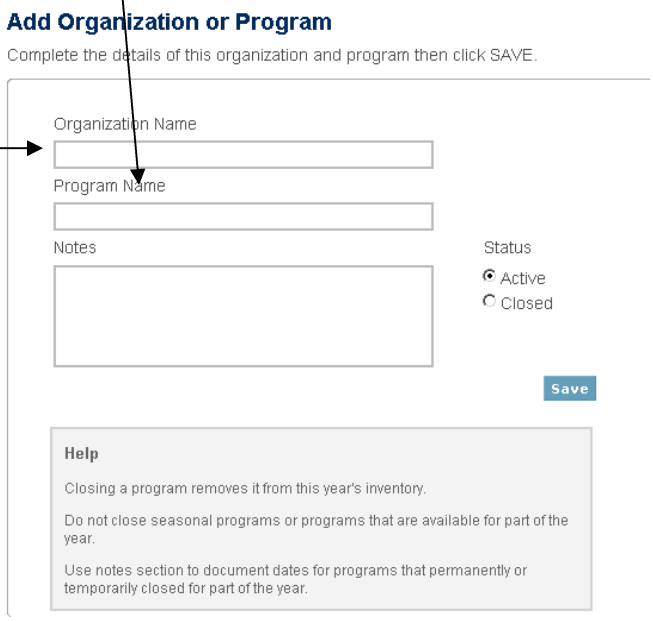
To add a new organization and/or program:

- First click on Organizations & Programs Tab
- Next click on "Add Organization or Program" button on the right side of the screen



- Fill in organization name - When you start typing, applicable organizations already in existence will populate in a dropdown list.
- Enter Program Name
- Click Save

You cannot save an organization without also adding a program. This is intentional, since you are required to provide both the organization and program. You can add a program to an existing organization.

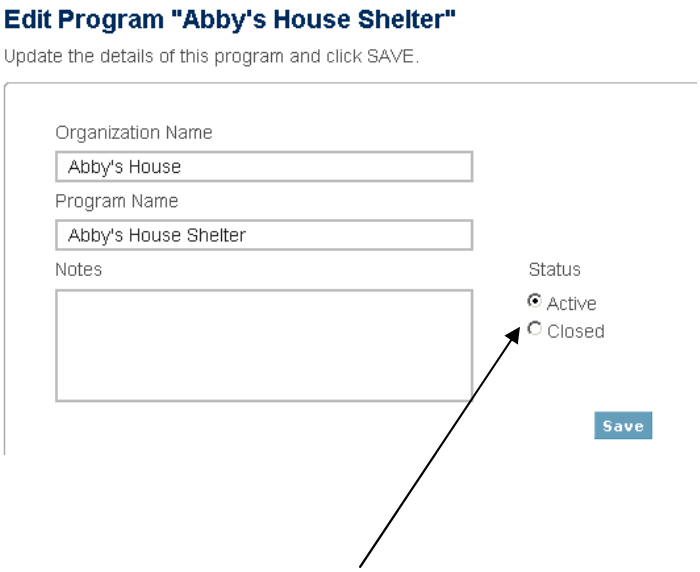


2. Editing Organizations or Programs

Clicking on the name of the program from the Organizations and Programs Tab opens a new page where you can edit the organization or program and provide notes. Use the notes section to record the date the organization opened or closed, or to document inventory fluctuations due to construction or rehab.

To edit an organization or program please follow these steps:

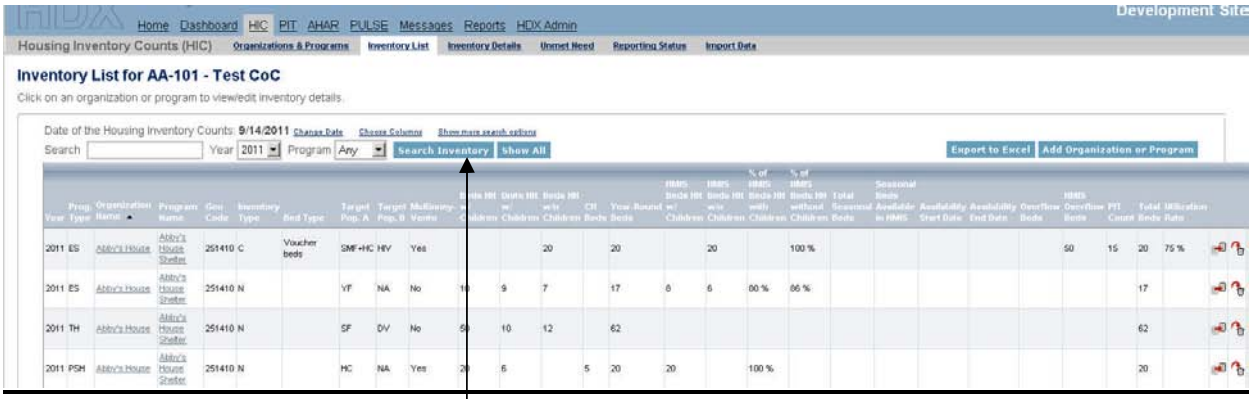
- Click on Organizations & Programs Tab
- Click on program name
- Edit organization or program name, or update status. Closing a program removes it from the current year's inventory, but it will not delete it from the HDX (in case it needs to be re-opened in the future).
- Enter any applicable notes
- Click Save



There is also a Status button that allows you to document whether or not a YEAR-ROUND program is active or closed for this inventory year. This button should not be used for seasonal shelters or voucher programs.

D. Inventory List

The inventory list tab has multiple functions. It provides a complete list of your CoCs inventory and includes much of the same information that was previously on the eHIC spreadsheet submitted through *esnaps*. This section will cover search functions, entering date of HIC count, viewing columns and sorting inventory, exporting spreadsheet reports, and deleting or duplicating rows.



1. Multiple Search Functions

Search functions are available on the left, above the list of organizations and programs. The different ways to search on this page are:

- Search by organization or program name
- Search by HIC Year. Includes the ability to search for all years entered.
- Search Program Type:
  - Emergency Shelter (ES)
  - Transitional Housing (TH)
  - Homelessness Prevention Rapid ReHousing (HPRP)

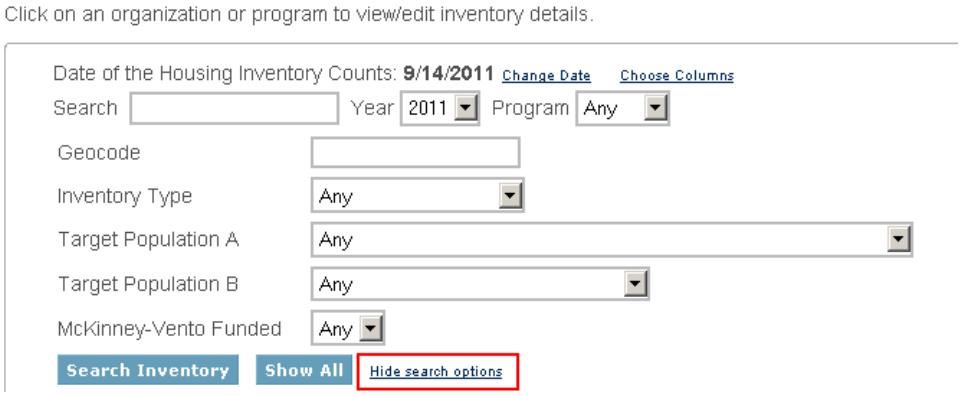
- Safe Haven (SH)
- Permanent Supportive Housing (PSH)
- Any – All program types

- To search by additional search options, click on the Show more search options link

Additional drop down search options allow you to search by:

- Geocode;
- Inventory Type;
- Target Populations A and B; and
- McKinney-Vento Funding.

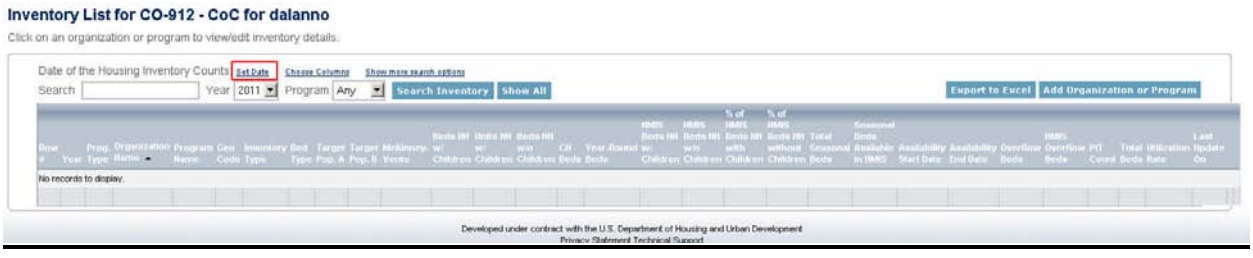
Click on the Hide search options link to return to Inventory List page



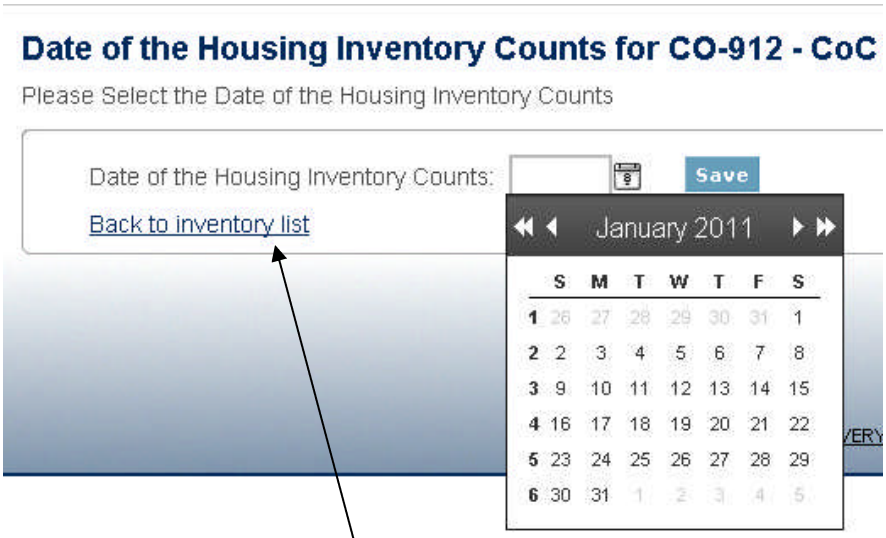
2. Date of Housing Inventory Count

HIC counts are based on bed and unit inventory data collected during the last ten days of January of every year. Prior to entering and editing data, the user must enter the date the HIC count was conducted for that year. To set the date of your housing inventory count:

- Click on **Set Date** link



- Use calendar function to select the date your annual Housing Inventory Count (HIC) was conducted.

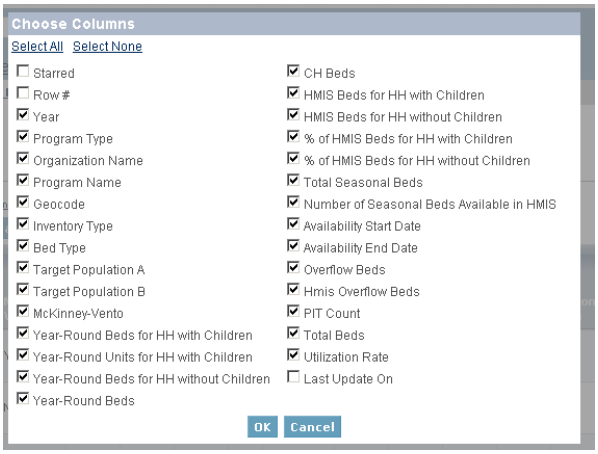


- Click Save
- Click on Back to inventory list link to return to the Inventory List page

3. Choose Columns

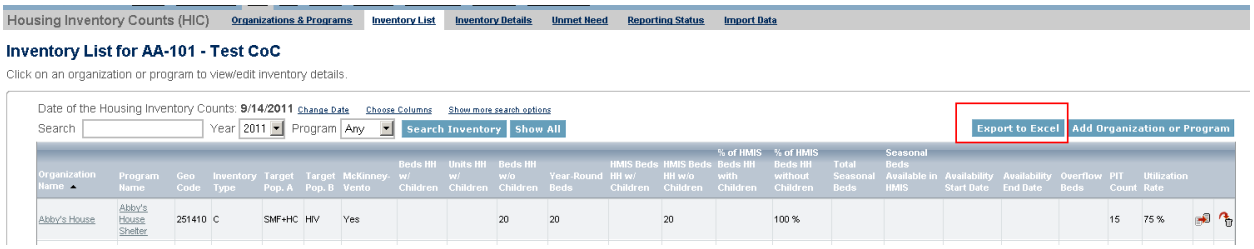
To select which columns you would like to see on the Inventory List:

- First click on the Choose Columns link (see screenshot below); and
- Then check the columns you would like to see (see screenshot at right).



4. Excel Spreadsheet Reports

To export your housing inventory into an excel spreadsheet, click on the **Export to Excel** button.

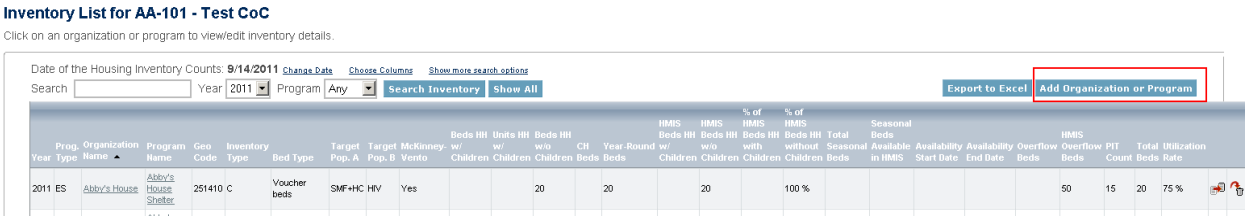


A pop-up will appear asking if you want to open the file in Excel or Save the file.

- Click OK and your Housing Inventory Data will download in Excel.
- You can then save the file on your computer.
- Downloaded data will be based on the columns and program types you had open at the time of export.

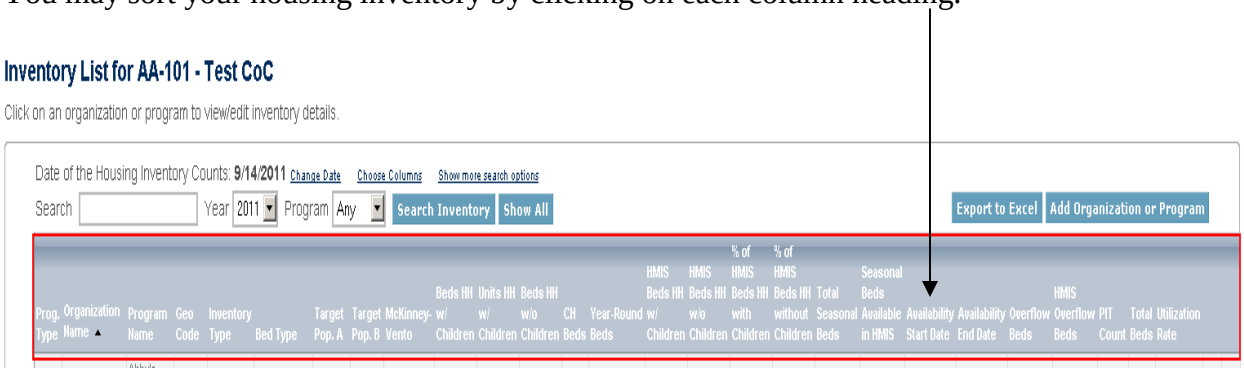
5. Add Organization or Program

You may also access the Add Organization or Program page by clicking on the **Add Organization or Program** button.



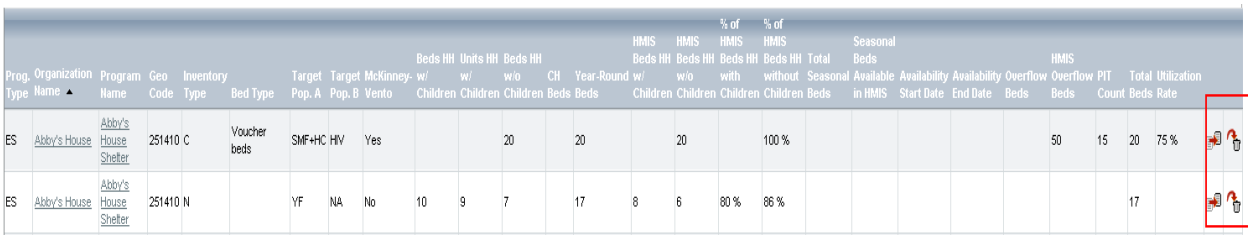
6. Sort Inventory by Columns

You may sort your housing inventory by clicking on each column heading.



7. Deleting or Duplicating Inventory Rows

You may delete or duplicate a row on the Inventory List page by clicking on the duplicate or trash button at the end of each row. These functions are also available on the Inventory Details page and will be explained in more detail under the Inventory Details section.



Prog. Type	Organization Name	Program Name	Geo Code	Inventory Type	Bed Type	Target Pop. A	Target Pop. B	McKinney-Vento	Beds HH w/ Children	Units HH w/ Children	Beds HH w/o Children	CH Beds	Year-Round Beds	HMIS Beds HH w/ Children	HMIS Beds HH w/o Children	% of HMIS Beds HH with Children	% of HMIS Beds HH without Children	Total Seasonal Beds	Seasonal Beds Available in HMIS	Availability Start Date	Availability End Date	Overflow Beds	HMIS Overflow Beds	PIT Count	Total Beds	Utilization Rate
ES	Abby's House	Abby's House Shelter	251410	C	Voucher beds	SMF+HC	HIV	Yes			20		20		20		100 %						50	15	20	75 %
ES	Abby's House	Abby's House Shelter	251410	N		YF	NA	No	10	9	7		17	8	6	80 %	86 %								17	

E. Inventory Details

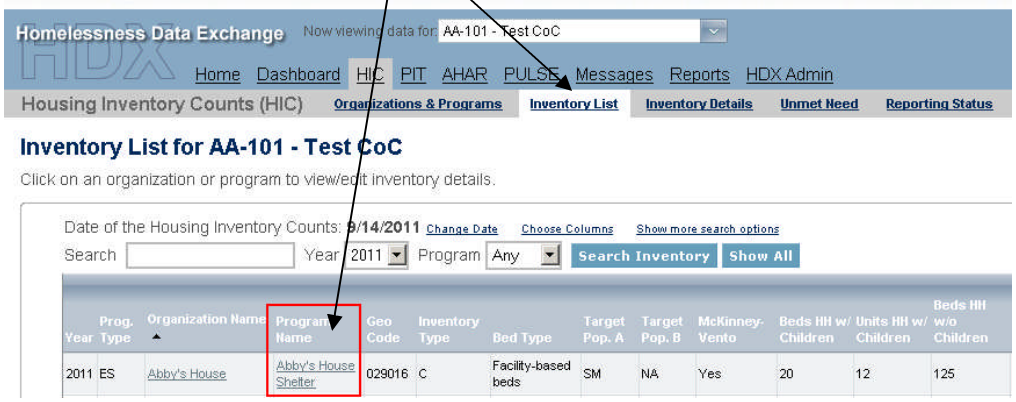
All program updates and edits are completed on the Inventory Details page. The Inventory Details page shows all the housing inventory details previously reported in HDX.

This page allows the CoC to update and edit program details including:

- Editing existing inventory
- Adding new inventory to existing programs
- Moving inventory from one program to another
- Creating a new program

1. Accessing the Inventory Details Page

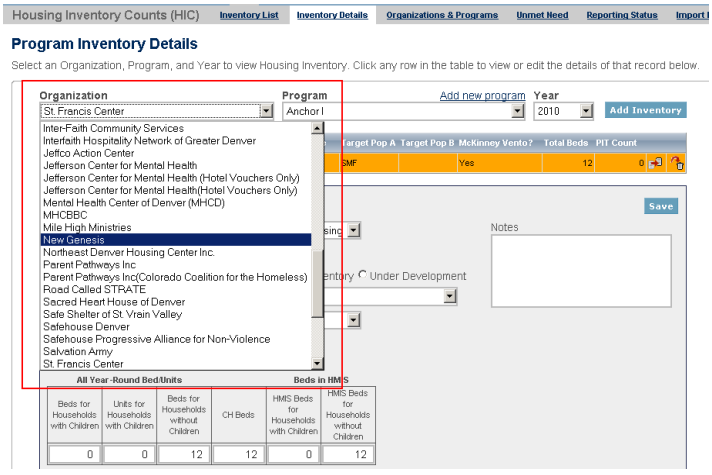
- You may access the Inventory Details page by clicking on the Inventory Details tab in the secondary navigation bar.
- You may also access the Inventory Details page by clicking on the name of the Program you would like to edit or update.



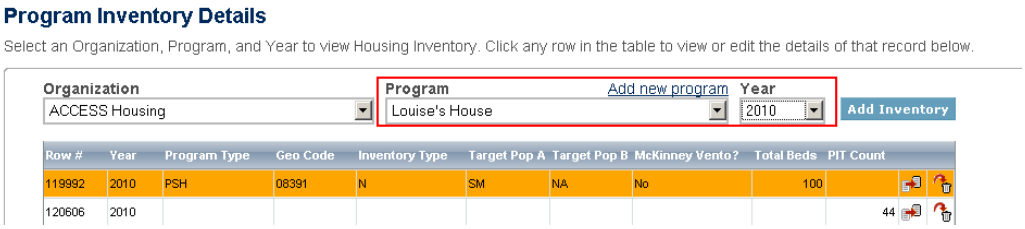
2. Choose Organization and Program

Once on the Inventory Details page, you can select the organization and program you wish to edit or update.

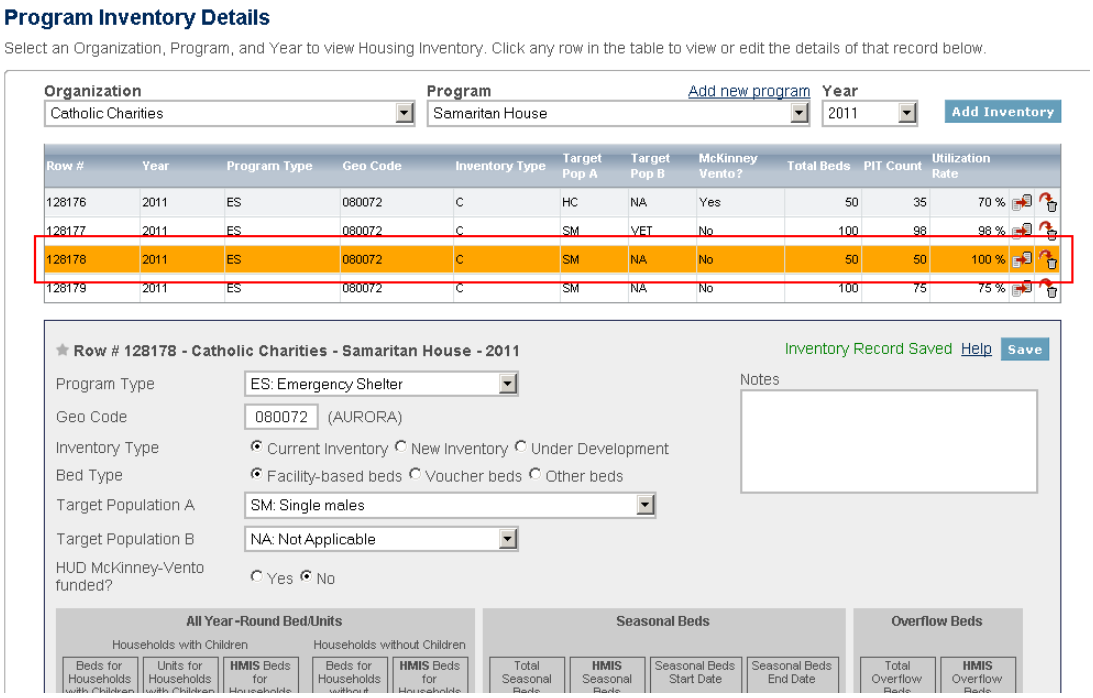
- To select a specific organization, click on organization drop-down menu to choose the organization you wish to edit.



- To select the program, click on program drop-down menu and year to choose the program you wish to edit.

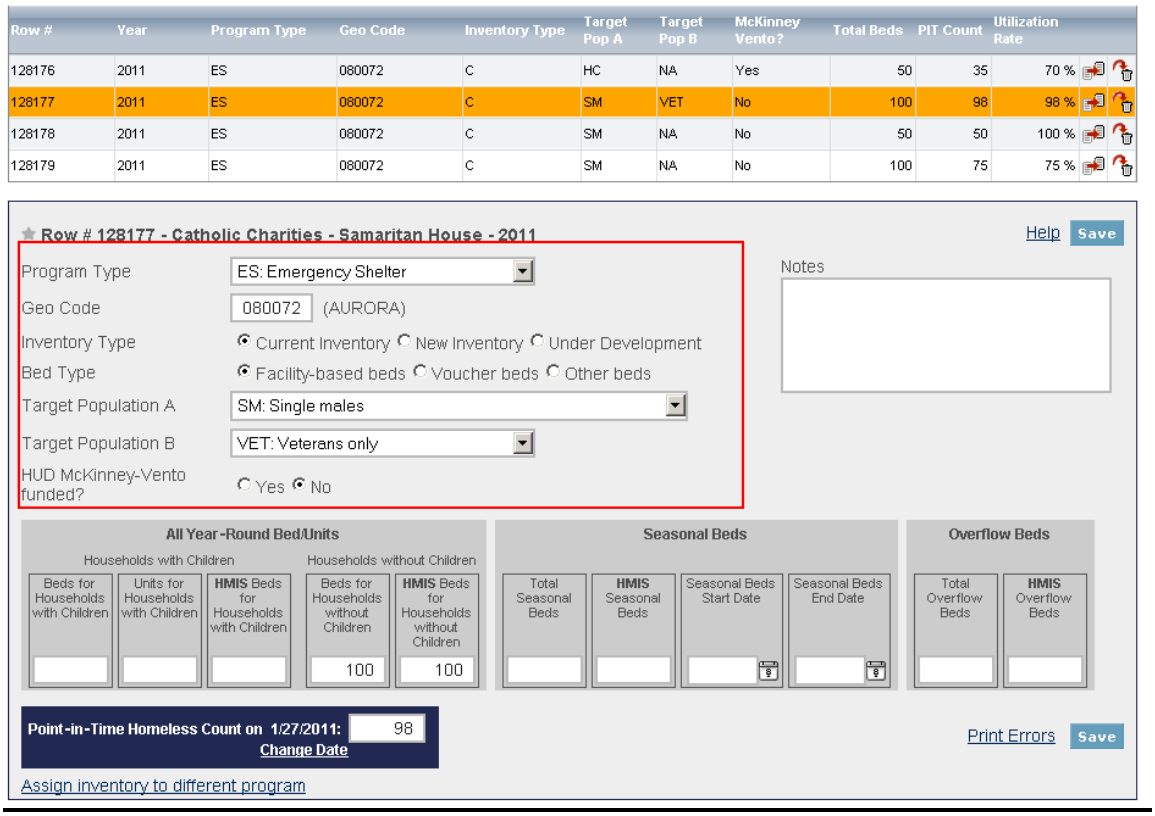


- HDX allows users to create multiple rows within each program to record inventory details unique to multiple populations served or housing inventory types. Make sure to click on the row you wish to edit. You will be able to edit inventory details for the highlighted row you chose.



3. Update and Edit Inventory Details

The inventory details to be completed or updated are located in the left center of the box as shown below.



Row #	Year	Program Type	Geo Code	Inventory Type	Target Pop A	Target Pop B	McKinney Vento?	Total Beds	PIT Count	Utilization Rate
128176	2011	ES	080072	C	HC	NA	Yes	50	35	70 %
128177	2011	ES	080072	C	SM	VET	No	100	98	98 %
128178	2011	ES	080072	C	SM	NA	No	50	50	100 %
128179	2011	ES	080072	C	SM	NA	No	100	75	75 %

Below are the different fields on the Inventory Details tab and a brief description of how to update and complete each one:

a. Program Type

Select one of the following program types from drop down menu:

- ES: Emergency Shelter
- TH: Transitional Housing
- HPRP: Homelessness Prevention and Rapid Re-Housing Program
- SH: Safe Haven
- PSH: Permanent Supportive Housing

Note: A program may not be recorded as both Emergency Shelter and Transitional Housing. A separate program must be recorded for each Program Type.

b. Geocode

Enter the six-digit HUD-assigned **Geocode** corresponding to the jurisdiction in which the program is physically located. For the principal program service site, record the Geocode associated with the geographic location of the site. Scattered-site housing programs should record the Geocode where the majority of beds are located as of the inventory update. An updated list of Geocodes can be found at http://www.hudhre.info/documents/FY2010_PPRNAmts.pdf

c. Inventory Type

Select the appropriate **Inventory Type**. Determine if the bed inventory is current (C), new (N), or under development (U). One program may have multiple records, one for current, one for new, and one for under development. Instructions on how to add or split program inventory is included below under **Add Inventory to an Existing Program.**

Don't forget to update beds that were new or under development last year!

- **Current Inventory (C) -** Beds or vouchers that were available for occupancy on or before January 31, 2010.
- **New Inventory (N) -** Beds or vouchers that became available for occupancy between February 1, 2010 and January 31, 2011.
- **Under Development (U)** - Beds that are fully funded but were not available for occupancy as of January 31, 2011.

d. Bed Type (Recorded Under Emergency Shelter Program Type Only)

Identify the appropriate **Bed Type** for the program. Consistent with the revised HMIS Data Standards (published March 2010), CoCs must indicate the bed type for each program in the HIC. There are three bed types to select from:

- Facility-based beds (including cots or mats): Beds (including cots or mats) are located in a residential homeless assistance facility (dedicated for use by persons who are homeless).
- Voucher beds: Beds are located in a hotel or motel and made available by the homeless assistance program through vouchers or other forms of payment.
- Other beds: Beds are located in a church, or other facility not dedicated for use by persons who are homeless.

e. Target Population A (optional)

Identify the target population served by each program. The target population represents approximately 75 percent of the clients served by the program. Programs that do not target specific populations or that have opted not to track Target Population A information may leave the Target Population A column blank. Listed below are the target populations and their definitions located in the drop-down menu.

Completing Target Population A is optional, but highly encouraged.

- **SM** - Single Males
- **SF** - Single Females
- **SMF** - Single Males and Females
- **CO** - Couples only, no Children
- **HC** - Households with Children
- **SMHC** - Single Males and Households with Children
- **SFHC** - Single Females and Households with Children
- **SMF+HC** - Single Males and Females plus Households with Children
- **YM** - Unaccompanied Males under 18 years old
- **YF** - Unaccompanied Females under 18 years old
- **YMF** - Unaccompanied Males and Females under 18 years old

f. Target Population B

Identify the subpopulation served by each program. Programs that do not target specific subpopulations should select NA for not applicable. Listed below are the available responses from the drop-down menu:

- **DV** - Domestic violence victims only
- **VET -** Veterans only
- **HIV** - HIV/AIDS populations only
- **NA** – Not applicable

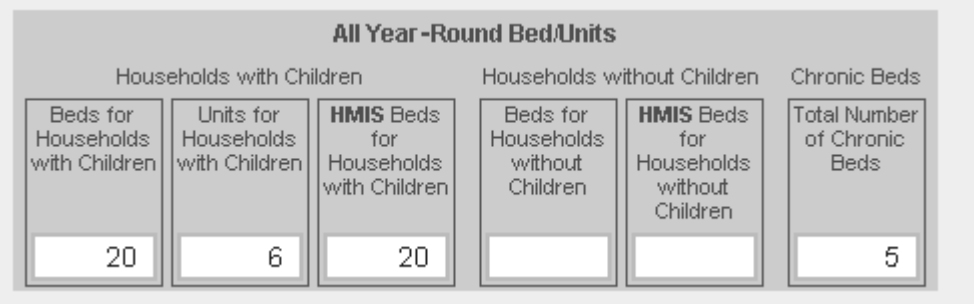
g. HUD McKinney-Vento

For each program, identify whether or not the program receives any funds from **HUD McKinney-Vento:**

- HUD McKinney Vento programs include: Emergency Shelter Grant (ESG), Shelter plus Care (S+C), Section 8 Moderate Rehabilitation Single-Room Occupancy (SRO), Supportive Housing Program (SHP).
- HPRP Programs are not funded under McKinney-Vento, so CoCs will not be able to choose this option for those programs.

4. Recording Year-Round Bed/Units

CoCs should record all the dedicated homeless beds and units available for homeless persons on the date of the annual count (whether new, current or under development), regardless of whether the program participates in the HMIS or receives HUD funding. For HPRP Homeless Assistance Programs, the number of beds and units will equal the actual number of persons occupying the beds and units in the program on the night of the count. Year-Round beds/units are available on a year-round basis. Year-round beds are entered in the white boxes under each appropriate household type as shown below:



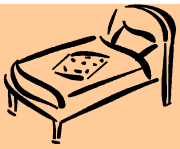
Bed and units are categorized under Household Types as follows:

- **Households without children.** Beds and units are intended for households with adults only. This includes households composed of unaccompanied adults and multiple adults.
- **Households with children.** Beds and units are intended for households with at least one adult and one child, or households with only children, which includes unaccompanied children and households with multiple children only (e.g., juvenile parent and child).

Note: Where beds are not designated exclusively for a particular type of household, then record the household type according to how the bed(s) were used on the night of the annual Housing Inventory Count. If the facility is not at full capacity on the night of the count extrapolate the distribution based on the pro rata distribution of those who are served on the night of the count. Persons 18 and over are considered adults and persons under 18 are children.

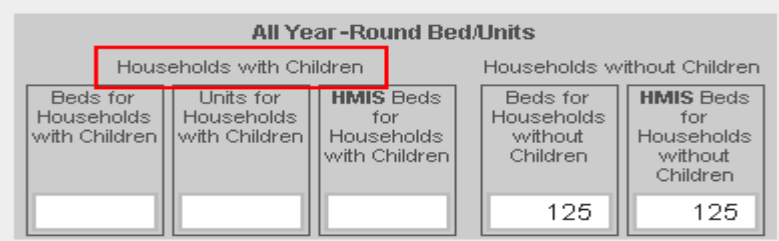
a. Households with Children

- **Beds for Households with Children:** Identify the total number of beds the program has in its inventory for households with children. This household type includes beds for persons in households with (at least) one adult and one child, or households with an unaccompanied children only, or households with multiple children only (e.g., juvenile parent and child).
- **Units for Households with Children:** Identify the total number of units the program has in its inventory for households with children. This household type includes units for persons in households with (at least) one adult and one child, or households with an unaccompanied children only, or households with multiple children only (e.g., juvenile parent and child).
- **HMIS Beds for Households with Children:** Identify the number of **HMIS** beds for households with children that are participating in the HMIS. If an agency is only reporting data for clients staying in a portion of its beds, then only that portion of the beds should be counted as participating in HMIS ("HMIS Bed"). If data on clients served isn't recorded in HMIS (per the definition of "participating bed") for any bed, then enter "0".



HMIS Participating Beds

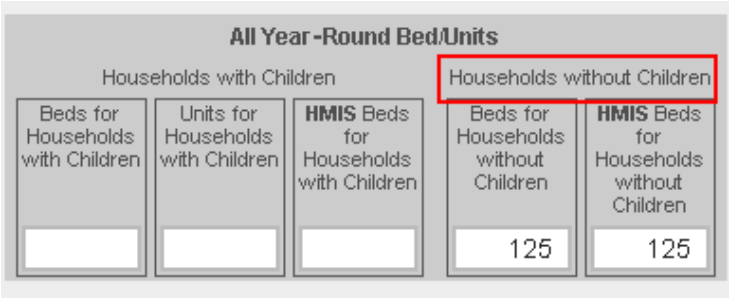
For any residential homeless program, a bed is considered a "participating HMIS bed" if the program makes a reasonable effort to record all universal data elements on all clients served in that bed and discloses that information through agreed upon means to the HMIS Lead Agency at least once annually. If a program is only reporting data for clients staying in a portion of its beds, then only that portion of the beds must be counted as participating in HMIS.



Make sure to click the Save button after entering beds and units.

b. Households without Children

- **Beds for Households without Children:** Identify the total number of beds the program has in its inventory for households without children.
- **HMIS Beds for Households without Children:** Identify the number of **HMIS** beds for households without children that are participating in the HMIS. If an agency is only reporting data for clients staying in a portion of its beds, then only that portion of the beds should be counted as participating in HMIS ("HMIS Bed"). If data on clients served isn't recorded in HMIS (per the definition of "participating bed") for any bed, then enter "0".

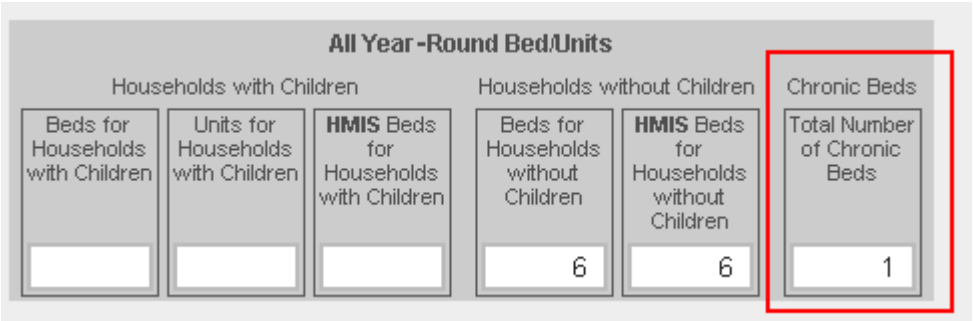


Make sure to click the Save button after entering beds and units.

5. Chronically Homeless Beds: {Permanent Supportive Housing Only}

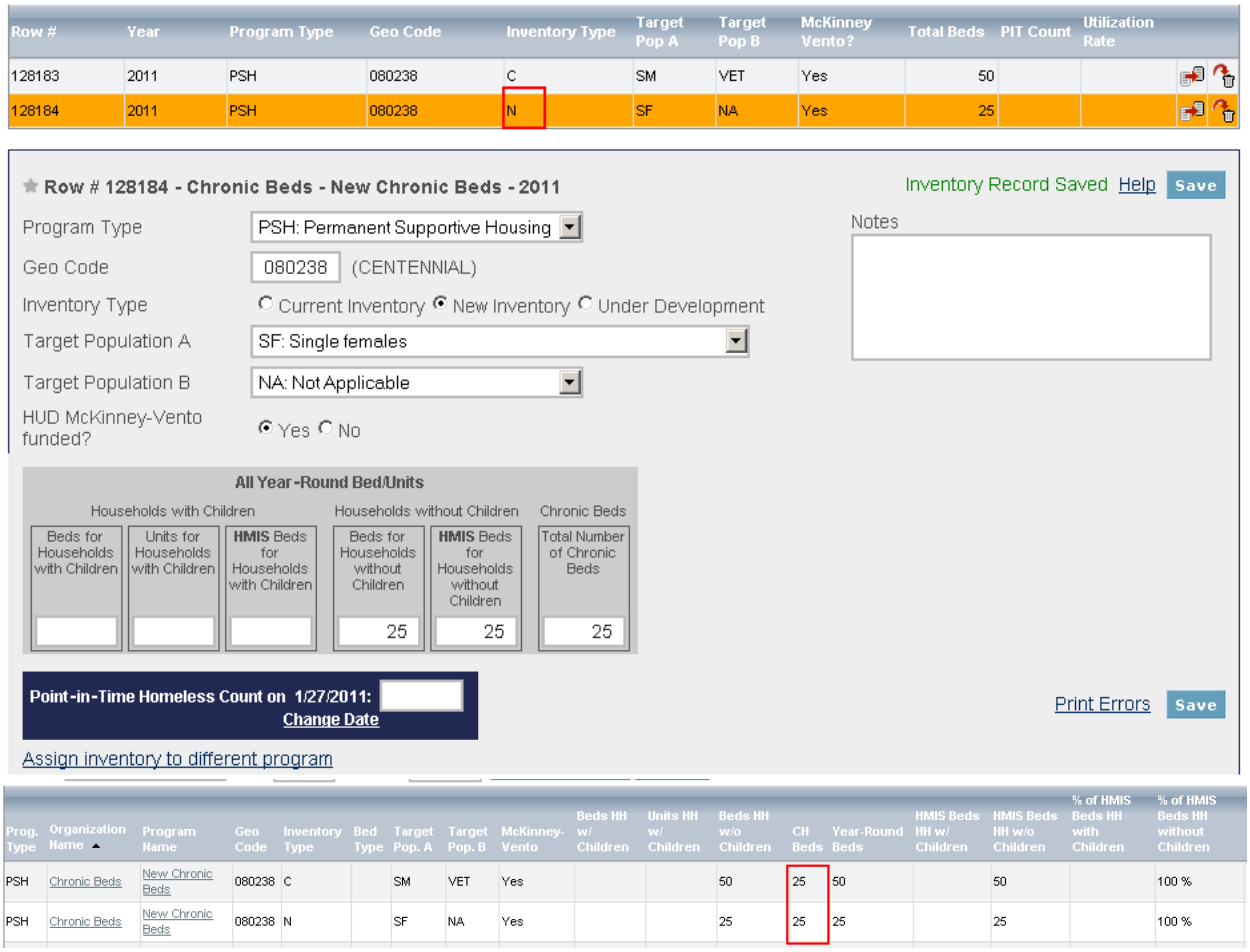
Each CoC needs to report the number of beds that are readily available and designated for chronically homeless persons in families in addition to chronically homeless adults (18 or older) in permanent supportive housing, according to the following definition:

- *Chronically Homeless Person or Family:* An unaccompanied homeless individual (18 or older) with a disabling condition or a family with at least one adult member (18 or older) who has a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. The term homeless means a person sleeping in a place not meant for human habitation (e.g., living on the streets), in an emergency homeless shelter, or in a Safe Haven as defined by HUD. Disabling condition is defined as "a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions." Persons under the age of 18 are not counted as chronically homeless individuals.
- Record the number of Chronic beds as shown below. Chronic beds box only appears when completing inventory for Permanent Support Housing.



Note: Annual changes in the number of Chronically Homeless (CH) beds can result from either (a) developing *new* CH beds; or (b) designating *existing* beds from a program's current bed inventory as CH beds. Programs that shift beds from current inventory will not increase the overall bed count. Programs that add new CH beds will increase their overall bed inventories. To distinguish between these changes and accurately record the change in CH beds for an existing program, follow these procedures:

(a) ***New CH beds for an existing program.*** If the program added *new* CH beds to its inventory that did not exist previously, it will have two entries. The first entry will reflect the program's inventory that was reported in the previous year's HIC. The Inventory Type code for this entry should be "C" (or "Current Inventory"). The second entry should report the new CH beds and the Inventory Type code should be "N" (or "New Inventory") as shown below.



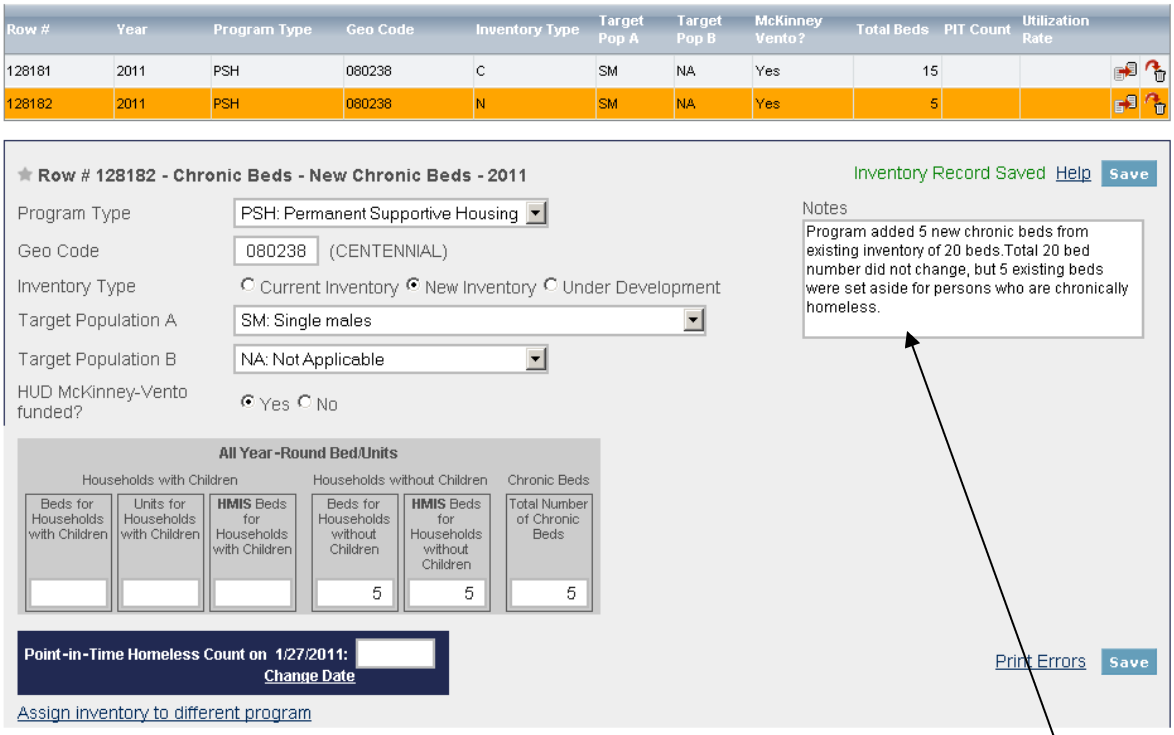
Row #	Year	Program Type	Geo Code	Inventory Type	Target Pop A	Target Pop B	McKinney Vento?	Total Beds	PIT Count	Utilization Rate
128183	2011	PSH	080238	C	SM	VET	Yes	50		
128184	2011	PSH	080238	N	SF	NA	Yes	25		

Prog. Type	Organization Name	Program Name	Geo Code	Inventory Type	Bed Type	Target Pop. A	Target Pop. B	McKinney-Vento	Beds HH w/ Children	Units HH w/ Children	Beds HH w/o Children	CH Beds	Year-Round Beds	HMIS Beds HH w/ Children	HMIS Beds HH w/o Children	% of HMIS Beds HH with Children	% of HMIS Beds HH without Children
PSH	Chronic Beds	New Chronic Beds	080238	C		SM	VET	Yes			50	25	50		50		100 %
PSH	Chronic Beds	New Chronic Beds	080238	N		SF	NA	Yes			25	25	25		25		100 %

Example: In the example shown above, the total bed inventory increased from the previous year, from 50 beds with 25 CH beds to 75 beds with 50 CH beds. The first row shows the current inventory of 50 beds, 25 of which were chronic. The second row shows the additional New (N) 25 CH beds.

- First entry: The entry will have an Inventory Type code equal to "C" (or Current Inventory), the number of beds for households without children will equal 50, and the number of CH beds will be equal to 25.
- Second entry: The entry will have an Inventory Type code equal to "N" (or New Inventory), the number of beds for households without children will be equal to 25, and the number of CH beds will be equal to 25.

(b) ***Re-designation of existing beds as CH beds.*** If the program designated *existing* beds from its current bed inventory as CH beds, the program must report the change to its current inventory to account for the increase in CH beds. To do this, two entries must be reported for this program. The first entry will record the number of beds remaining for that program ***after subtracting the number of beds that were re-designated as CH beds***. The second entry should have the Inventory Type code equal to "N" (or New Inventory) and the CH bed count should reflect the number of beds that were reprogrammed as CH beds. The current inventory will also include the number of CH beds that existed in 2010. The Inventory Type code for the first entry should be equal to "C" (or "Current Inventory").



Row #	Year	Program Type	Geo Code	Inventory Type	Target Pop A	Target Pop B	McKinney Vento?	Total Beds	PIT Count	Utilization Rate
128181	2011	PSH	080238	C	SM	NA	Yes	15		
128182	2011	PSH	080238	N	SM	NA	Yes	5		

Example: A program in 2010 had 20 Permanent Supportive Housing Beds for individuals, and 10 of these beds were dedicated as CH beds. In 2011, the program reprogrammed 5 beds for individuals as CH beds, which results in 5 "new" beds for chronically homeless persons. To report these changes, the program must report two entries:

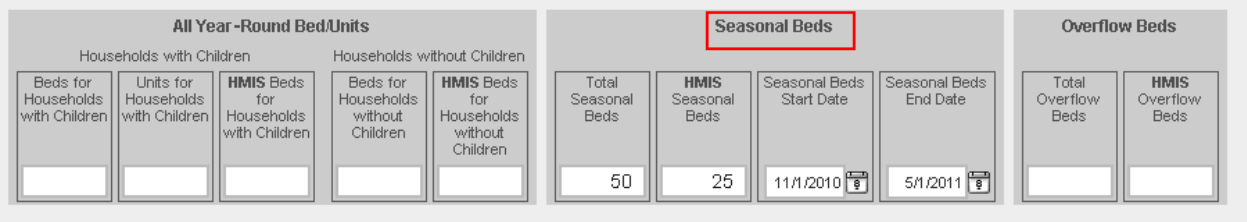
- First entry: The entry will have an Inventory Type code equal to "C" (or Current Inventory), the number of beds for households without children will equal 15 (or 20 minus 5), and the number of CH beds will be equal to 10.
- Second entry: The entry will have an Inventory Type code equal to "N" (or New Inventory), the number of beds for households without children will be equal to 5, and the number of CH beds will be equal to 5.
- Use the notes box to record any explanations that you might want to remember for next year.

The total 2011 bed inventory did not change since 2010—it is still equal to 20 beds (15 in the current inventory and 5 in the new inventory), and some of the beds have been reprogrammed as CH beds.

Prog. Type	Organization Name	Program Name	Geo Code	Inventory Type	Bed Type	Target Pop. A	Target Pop. B	McKinney-Vento	Beds HH w/ Children	Units HH w/ Children	Beds HH w/o Children	CH Beds	Year-Round Beds	HMIS Beds HH w/ Children	HMIS Beds HH w/o Children	% of HMIS Beds HH with Children	% of HMIS Beds HH without Children
PSH	Chronic Beds	New Chronic Beds from Existing Inventory	080238	C		SM	NA	Yes			15	10	15		15		100 %
PSH	Chronic Beds	New Chronic Beds from Existing Inventory	080238	N		SM	NA	Yes			5	5	5		5		100 %

6. Seasonal Beds – (Recorded Under Emergency Shelter Program Type Only)

Seasonal beds are available on a planned basis, with set start and end dates, during an anticipated period of higher demand.

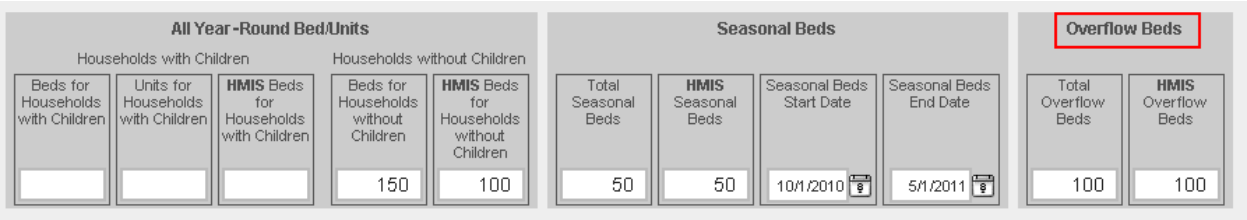


- **Total Number of Seasonal Beds:** Enter the total number of seasonal beds available for each ES program.
- **Total Number of HMIS Seasonal Beds:** Identify the total number of **HMIS** seasonal beds for each Emergency Shelter Program that are available and participating in the HMIS (see definition of "participating in HMIS" on page 21).
- **Availability Start Date:** Identify and enter the date at which the seasonal beds became available. If you do not recall the exact date provide your best estimate of when the beds became available.
- **Availability End Date:** Identify the date at which the seasonal beds became or are expected to become unavailable. If you do not recall the exact date provide your best estimate of when the beds will become unavailable. The HDX will automatically calculate utilization rates based on beds available at the time of the point-in-time count and will also pro rate the total number of beds based on the number of days the seasonal beds are available for reporting purposes.

Make sure to click the Save button after entering beds and units.

7. Overflow Beds

Overflow beds are available on an ad hoc or temporary basis during the year in response to demand that exceeds planned (year-round or seasonal) bed capacity. CoCs should report the number of overflow beds actually used on the night of the annual inventory count as the number of overflow beds operated by the facility. Consistent with the revised HMIS Data Standards (published March 2010), CoCs must also report the number of overflow beds participating in HMIS (see definition of "participating in HMIS" on page 21).



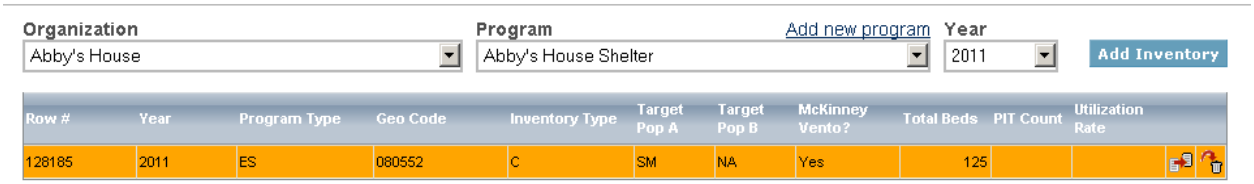
- **Total Number of Overflow Beds:** Enter the total number of overflow and voucher beds available for each program on the date of the annual bed count.
- **Total Number of HMIS Overflow Beds:** Identify the total number of **HMIS** overflow beds for each ES program participating in the HMIS and contributing required data about clients served in those beds.

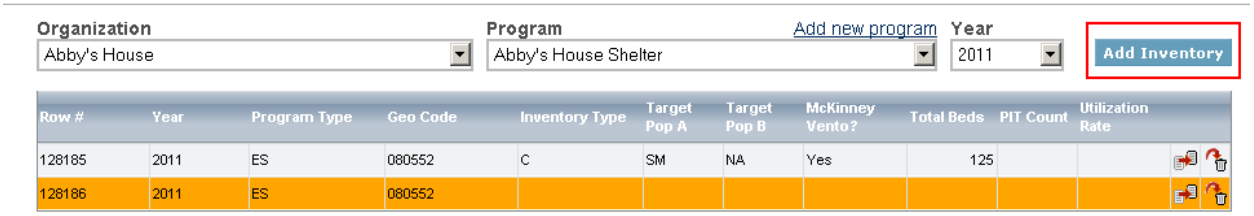
Make sure to click the Save button after entering beds and units.

8. Add New Inventory to an Existing Program

CoCs may add rows within a program's inventory to separately identify:

- New beds/units;
- Under Development beds/units;
- Different Target Populations (A and B);
- Multiple Bed Types (facility, voucher, other); or
- Year-Round, Seasonal and Overflow Beds.





To add inventory to an existing program:

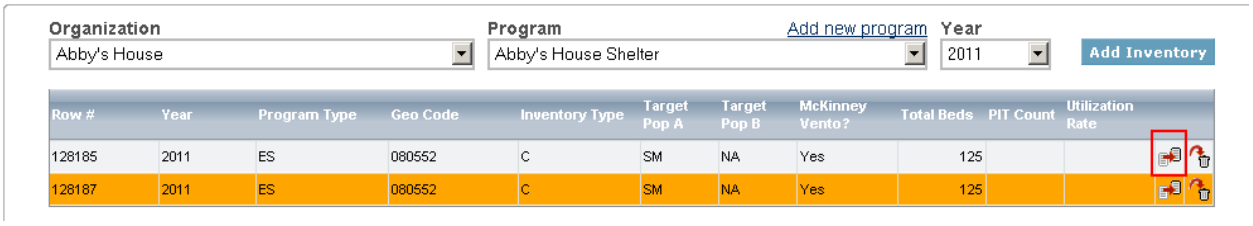
- Click the Add Inventory button to create a blank row
- Click on the row you wish to edit. You will be able to edit inventory details for the highlighted row you chose.

Make sure to click the Save button after updating and entering data.

9. Duplicating Rows

- If most details of the program are the same, click on the duplicate symbol at the end of the row you would like to copy (see screenshot below).
- Remember, you must then edit the inventory for that row. The system will not allow you to submit "identical" programs or inventory rows.

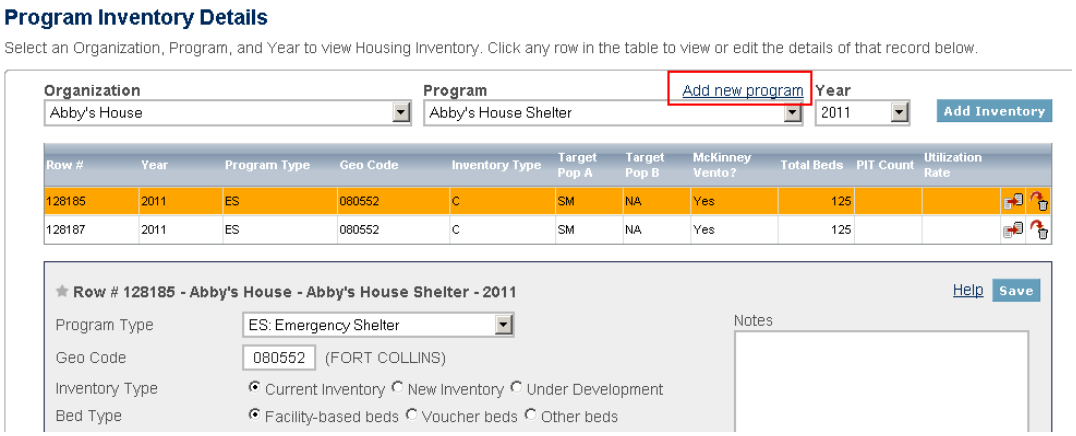
Make sure to click the Save button after updating and entering data.



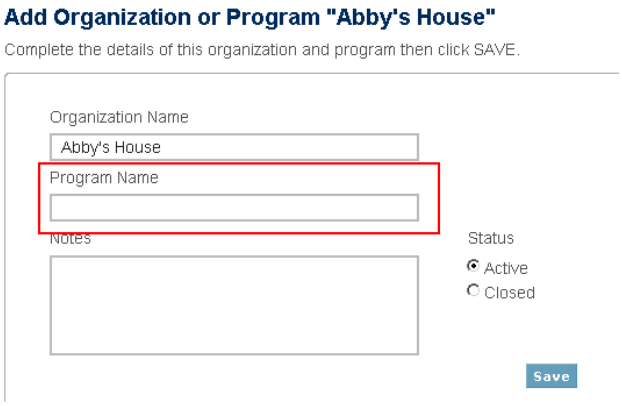
10. Add New Program from Inventory Details Page

You can also add a new program to the organization from the inventory details page. To add a new program to an organization, please follow the steps below:

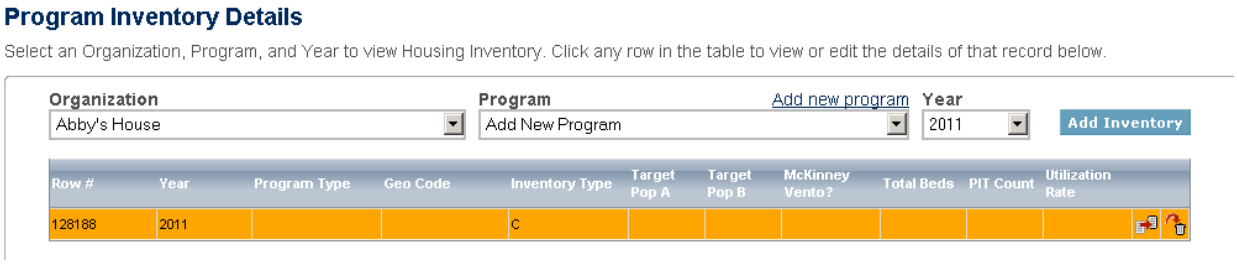
- Click on the Add New Program Link, which will take you to the Add Organization or Program Page.



- Type in the Name of the New Program



- Click on the Save button to return to Inventory Details Page

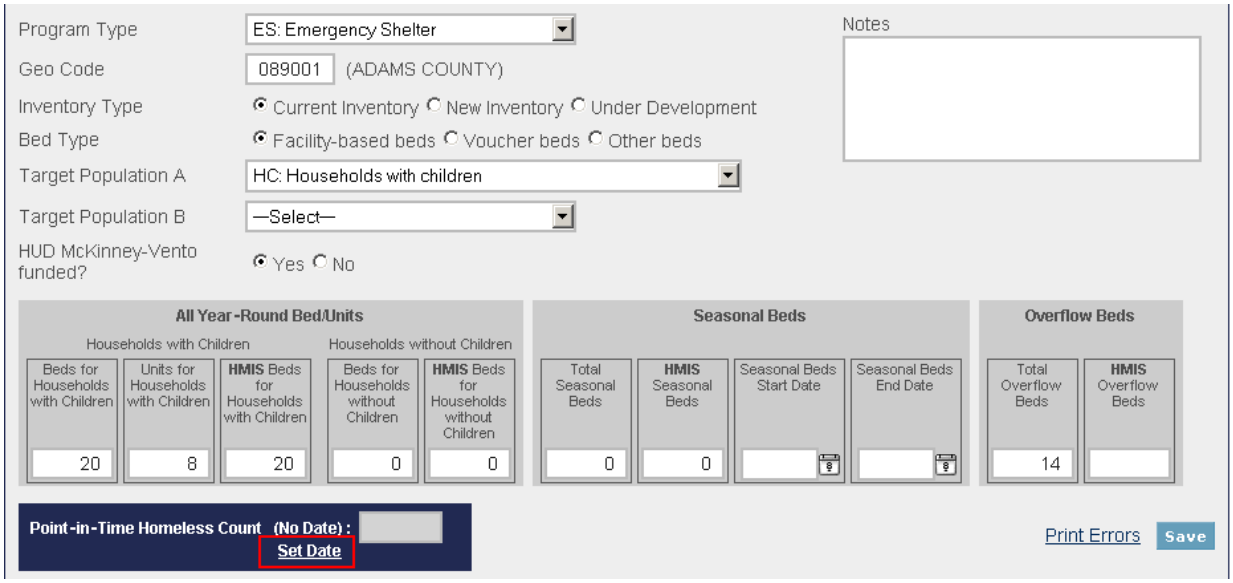


- Remember to add inventory details for the new program and Save

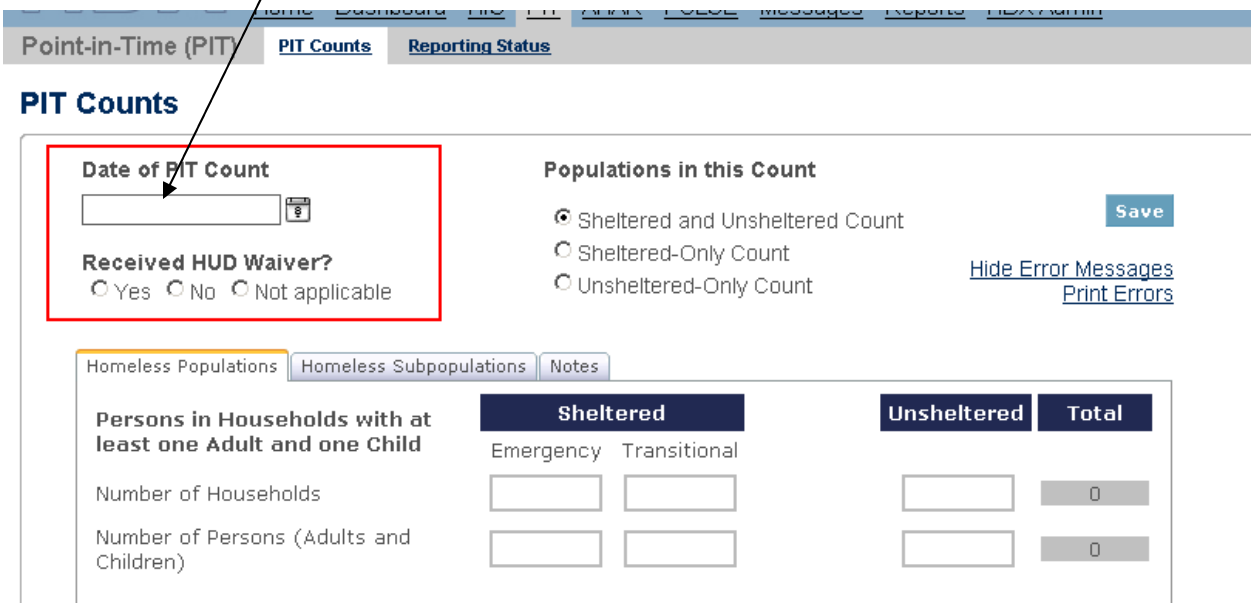
11. HIC Sheltered Point-in-Time (PIT) Count

To determine inventory program utilization rates all CoCs should enter the total number of homeless persons served by each program on the night of the Point-in-Time (PIT) count. Prior to entering the number of persons served on the night of the Point-in-Time count, you must enter the date the Point-in-Time count was conducted. To enter sheltered PIT counts, follow these steps:

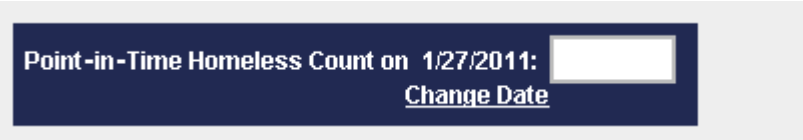
- Click on the Set Date link in the blue box at the bottom of the Inventory Details box and you will be re-directed to the PIT Module.



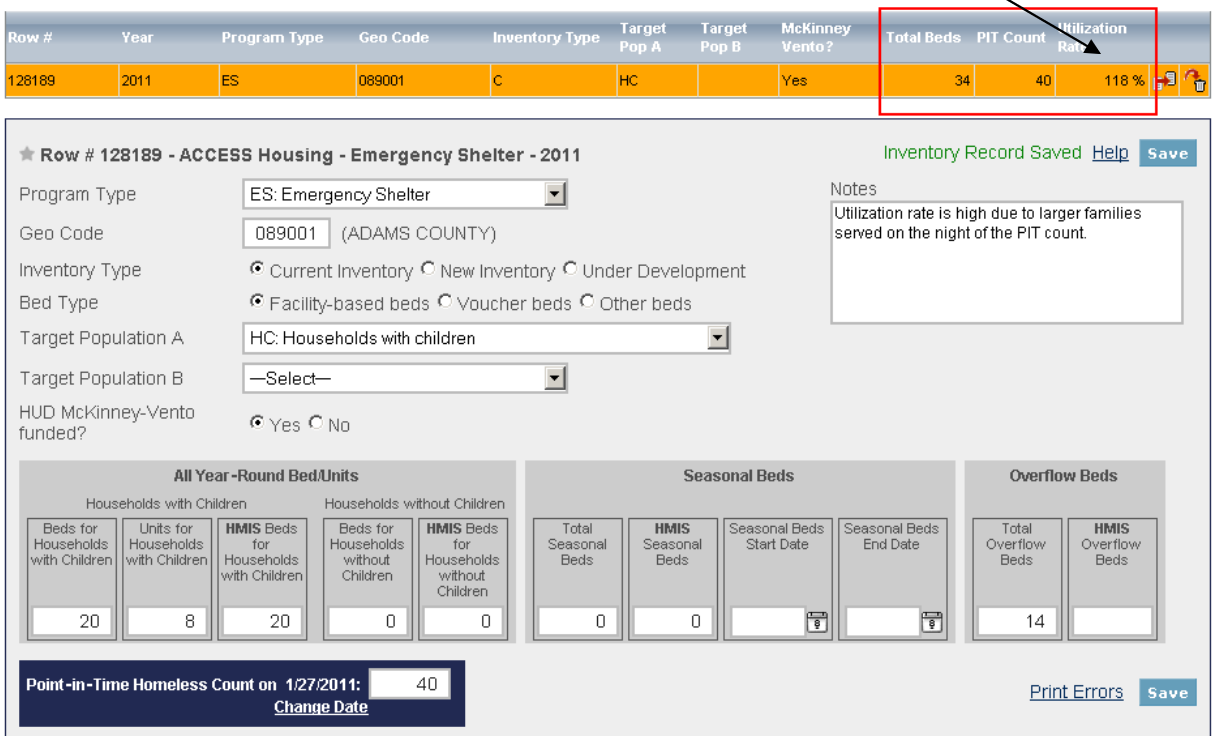
- In the PIT module, enter the date your CoC conducted their Point-in-Time (PIT) count of homeless persons.
- If your CoC conducted the PIT count on a date outside of the last ten days of January, indicate whether or not you received a HUD waiver.
- Click on the Save button to return to Inventory Details Page.



- Enter the number of unduplicated persons provided housing or shelter on the night of the PIT count for each program.



- The inventory utilization rate will be calculated automatically. You may use the notes section to document reasons for high or low utilization rates, or to note special issues you want to remember about the specific program.



Special Issues

- The total number of sheltered persons counted on the HIC minus persons counted in PSH and HPRP should equal the total number of sheltered persons counted on the PIT (ES + TH+ SH). CoCs will be required to enter a note of explanation in the PIT module if the numbers do not match. An error message will appear prompting users to enter an explanatory note.
- The Housing Inventory Count (HIC) does not include a sub-category for households with only children. CoCs should report persons in "households with only children" in the "households with dependent children" category. For example, unaccompanied youth beds should now be entered under the Households with Children category and not under the Households without Children category.

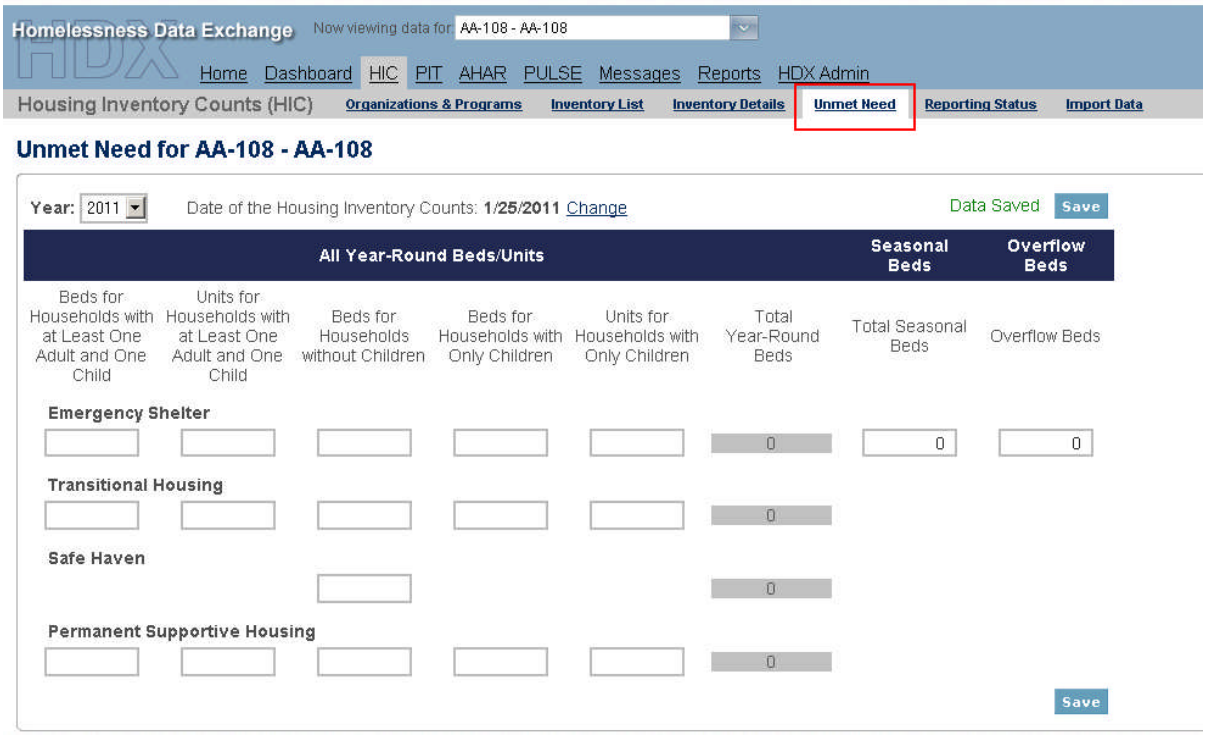
F. Unmet Need Section

You may use the HUD Unmet Need Formula to calculate your unmet need. This can be found at on HUD's HRE website (see the resource box). Note that HUD does not require CoCs to calculate the unmet need for HPRP Homeless Assistance (Rapid Re-Housing) programs. To complete the table, please follow the following steps:

- **Beds for Households with Children:** For each program type, enter the total unmet need for beds for households with children. Do not enter negative values; if there is no unmet need for beds households with children, enter zero.
- **Units for Households with Children:** For each program type, enter the total unmet need for units for households with children. Do not enter negative values; if there is no unmet need for units for households with children, enter zero.
- **Beds for Households without Children:** For each program type, enter the total unmet need for beds for households without children. Do not enter negative values; if there is no unmet need for beds for households without children, enter zero.
- **Beds for Households with only Children:** This category includes only persons under age 18, including unaccompanied children, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children. For each program type, enter the total unmet need for beds for households with only children. Do not enter negative values; if there is no unmet need for beds for households without children, enter zero.

Resource Box
Questions about the HIC should be submitted to the Virtual Help Desk on the Homelessness Resource Exchange (HRE) at www.hudhre.info. Select HDX as the program/system and HIC as the topic and subtopic.

- **Total Seasonal Beds:** Enter the total unmet need for seasonal beds. Do not enter negative values; if there is no unmet need for seasonal beds, enter zero.
- **Overflow Beds:** Enter the total unmet need for overflow beds. Do not enter negative values; if there is no unmet need for overflow beds, enter zero.

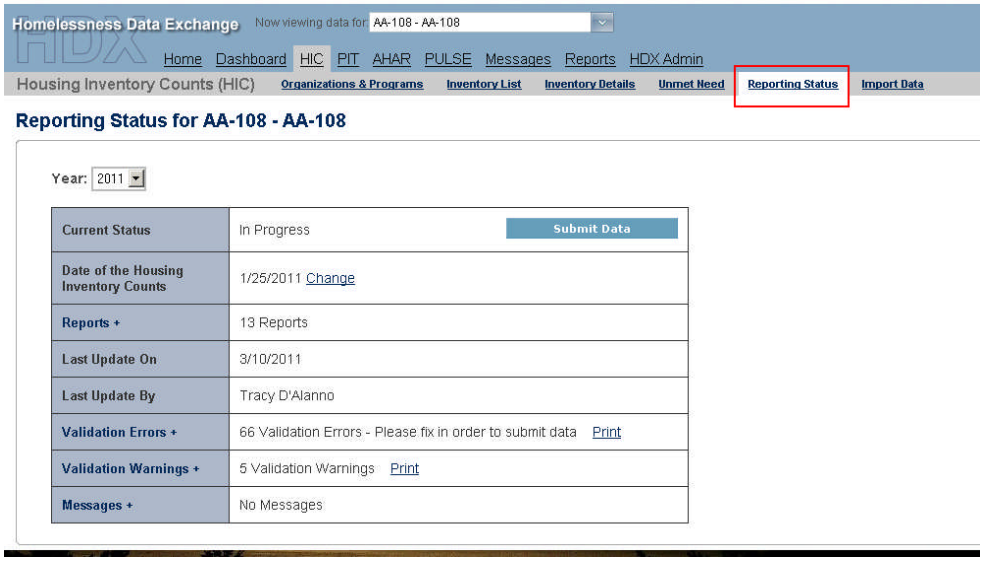


G. Reporting Status Page

The reporting status page allows users to access and view:

- The current status of data entry and data submittal function;
- The date the HIC was conducted;
- Thirteen pre-programmed reports;
- When your HIC Data was last updated and by whom;
- Data validation errors and warnings; and
- HDX Messages.

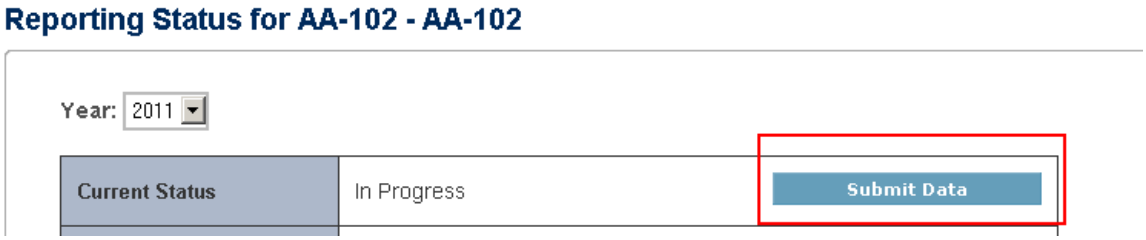
To access the Reporting Status page, click on the Reporting Status Link.



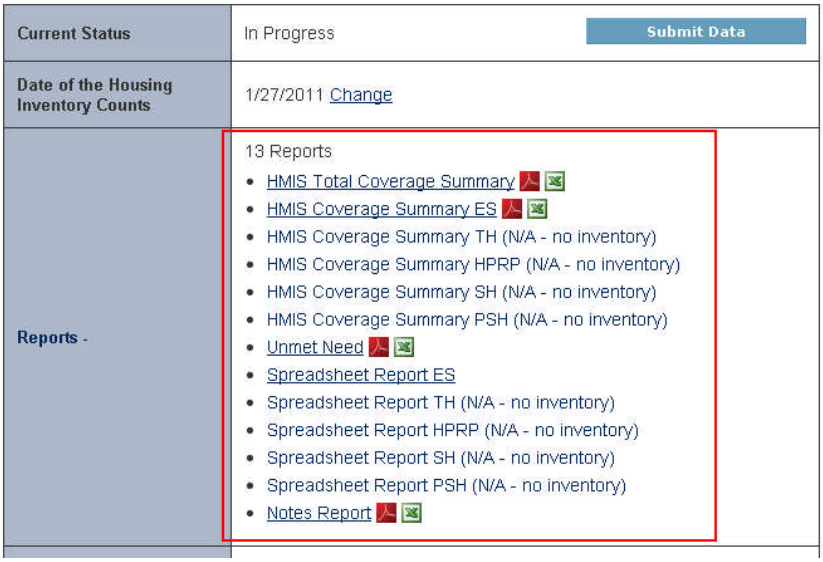
Current Status: Informs the user and the data reviewer the status of data entry on four levels:

- Not Started – User has not initiated data entry;
- In Progress – User has started entering data;
- Submitted - User has submitted data; and
- Complete – Data reviewer has marked the submitted data complete.

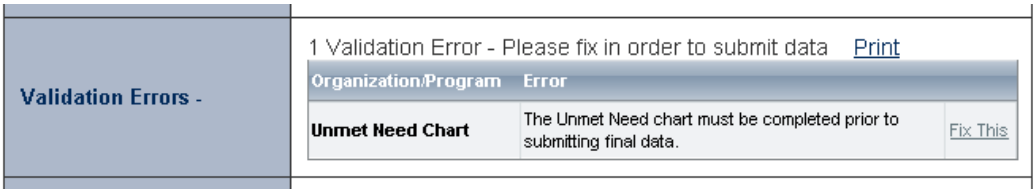
Submit Data Button: Click on Submit Data Button to submit data by deadline as published each year by HUD.



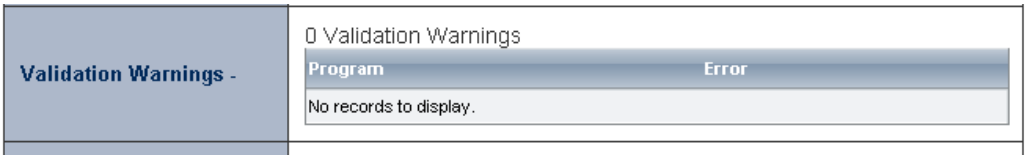
Reports: Users may export and print up to thirteen canned HIC reports in PDF or Excel Format. Click on plus (+) sign next to Reports to expand and access reporting options.



Validation Errors: Errors are data quality issues that MUST be fixed before submission. Review and fix all errors. Data cannot be submitted until all validation errors are cleared.



Validation Warnings: Warnings are potential data quality issues that require resolutions or an explanation prior to submission. Users should use the Notes sections to explain validation warnings.



Messages: Users may use the message function to send questions to the HDX helpdesk. HDX staff will respond to questions within two business days. Automatic messages for changes in submittal status will also be documented under the Message function. Click on the plus (+) sign next to messages to expand and access message functions.