

# 2012 Housing Inventory Count and Point-in-Time Count of Homeless Persons Data Submission Guidance

US Department of Housing and Urban Development  
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Purpose of this Guidance .....	4
The HDX.....	5
Accessing the HDX.....	5
Create an Account.....	5
Add User to HDX .....	5
Assign an Access Level for HDX Modules.....	6
Updating the List of Users.....	7
Housing Inventory Count Submission Guidance.....	8
Navigating the HIC Module in HDX .....	8
Organizations & Programs .....	9
Inventory List .....	9
Inventory Details.....	10
Unmet Need.....	11
Reporting Status.....	12
Import Data.....	12
Entering 2012 HIC Data.....	14
Duplicating the Previous Year’s HIC Data .....	14
Importing HIC Data Generated by HMIS.....	14
Adding a New Program and Organization to the HIC .....	15
Adding a New Program to an Existing Organization .....	16
Editing an Existing Organization .....	19
Editing an Existing Program Record .....	19
Adding Inventory for an Existing Program .....	22
Editing Inventory.....	24
Entering Unmet Need Data.....	25
Addressing Validation Warnings and Errors .....	27
Submitting HIC Data to HUD .....	28
Point-in-Time Count Submission Guidance .....	29
Accessing the PIT Module in HDX .....	29
Creating a New Count.....	29
Providing Information About the Count .....	30
Entering Population Data.....	30

Entering Subpopulation Data.....	31
Addressing Validation Warnings and Errors .....	32
Entering Explanations or Additional Information About the Data .....	33
Submitting the PIT Count Data to HUD.....	34

## Purpose of this Guidance

This document provides information to Continuums of Care (CoCs) on how to successfully submit their 2012 Housing Inventory Count (HIC) and Point-in-Time (PIT) Count data to the U.S. Department of Housing and Urban Development (HUD). Staff should review this guidance and use it as a reference when preparing their data for submission. For information on what information needs to be submitted and how to collect such data, please see the [2012 Housing Inventory Count and Point-in-Time Count of Homeless Persons Data Collection Guidance](#).

All CoCs must submit HIC and PIT Count data through [HUD's Homelessness Data Exchange](#) (HDX). CoCs will be able to enter HIC and PIT data beginning **Monday April 2, 2012** and must submit their data by **Monday April 30, 2012**.

The primary contact for each CoC is responsible for ensuring that the 2012 HIC and PIT data is entered completely and accurately.

If you have any questions about entering HIC or PIT data that are not covered in this guidance or in the *2012 Housing Inventory Count and Point-in-Time Count of Homeless Persons Data Collection Guidance* document, please visit the [Virtual Help Desk](#) on [HUD's Homelessness Resource Exchange \(HRE\)](#). To submit a question, select **HDX (PIT, HIC, AHAR, Pulse)** for the Program/System under *Your Details*, then under *Question Details*, choose either **HIC** or **PIT** as the topic and subtopic.

## The Homelessness Data Exchange

The HDX is an online tool designed to allow CoCs to submit data to HUD in four modules:

- The 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.

The HDX may be accessed at <http://hudhdx.info/>.

### Accessing the HDX

A user account with a username and password is required to access the HDX. Once a user has an account, the CoC primary contact can assign rights to the various modules in the HDX. 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.

### Create an Account

Read, write, and submit privileges for the HDX are managed by the CoC's primary contact directly in the HDX. All HDX users who need read, write, or submit privileges for the HDX must establish an account at the [HMIS.info Create an Account](http://hmis.info/Create an Account) webpage (<http://hmis.info/SignUp.aspx>). Users who already have a HMIS.info account do not need to re-register.

**HMIS.INFO**  
Homeless Management Information Systems

Home Resources Communities Software Job Board Events

## Create an Account

*Create an account to take full advantage of HMIS.info.*

**General Information**

\* Your Email:   
(Your email address will also serve as your username.)

\* First Name:

\* Last Name:

Address:

City:

State:

Zip:

\* Phone:  ext:

Phone: (mobile, etc.)  ext:

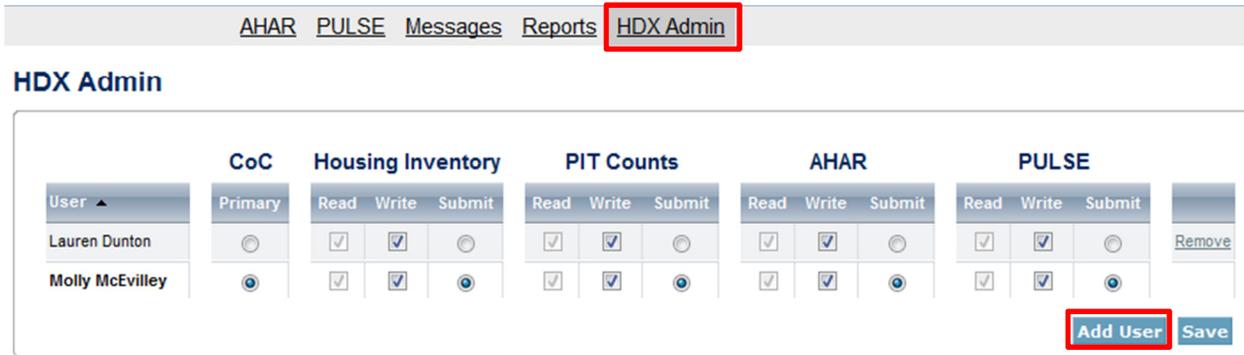
Fax:

### Add User to HDX

Before any data can be entered the CoC primary contact will need to identify user rights to the relevant HDX modules. Your CoC may decide that multiple people should be involved with entering, reviewing,

and submitting data. CoC primary contacts should follow the steps below to add, review or modify user rights.

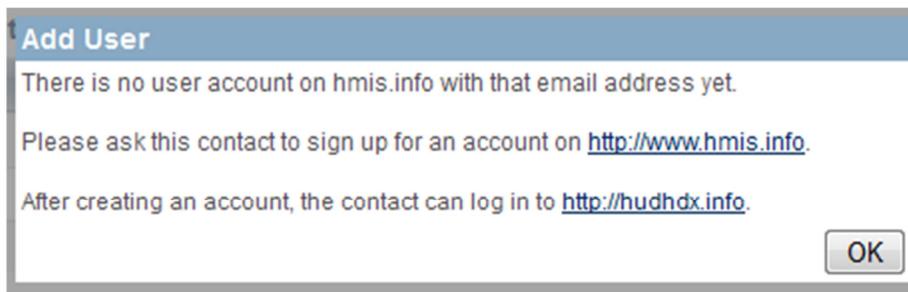
To add users, the CoC primary contact will click on the *Add User* button on the HDX Admin tab:



This will bring up a form in which the CoC primary contact can enter the email address, first name, and last name for the new user.

The screenshot shows the "Add User" form. It has three input fields: "Email\*" with the value "newuser@mycontinuum.org", "First Name\*" with the value "New", and "Last Name\*" with the value "User". There are "Add User" and "Cancel" buttons at the bottom right.

The HDX will display an alert if it is unable to find an account associated with that email address. Contact users who have not yet created an account and ask them to register at the [HMIS.info Create an Account](http://hmis.info/Create an Account) site (<http://hmis.info/SignUp.aspx>). After creating an account, the user will be able to log in to the HDX.



### Assign an Access Level for HDX Modules

The CoC primary contact can assign rights to each HDX module for each user by checking the box that corresponds to the appropriate level of access. The levels of access in the HDX rights are:

- **Read** –can see the screens and any data that has been entered, but cannot enter or edit data;
- **Write** –can enter and edit data, but cannot submit data;

- **Submit** –have the authority to approve and submit data to HUD.

[AHAR](#) [PULSE](#) [Messages](#) [Reports](#) [HDX Admin](#)

### HDX Admin

User ▲	CoC	Housing Inventory			PIT Counts			AHAR			PULSE			Remove
	Primary	Read	Write	Submit										
Lauren Dunton	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<a href="#">Remove</a>
Molly McEvilley	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	
New User	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<a href="#">Remove</a>

### Updating the List of Users

The primary contact for each CoC should verify that the list of authorized users for the CoC is accurate and up-to-date. If any of the users listed on the HDX Admin page no longer need access to the HDX, the CoC primary contact may remove users by clicking on the remove link in the far right column.

[AHAR](#) [PULSE](#) [Messages](#) [Reports](#) [HDX Admin](#)

### HDX Admin

The page at dev.hudhdx.info says:

Are you sure that you want to remove this user from this CoC?

User ▲	CoC	Housing			PIT Counts			AHAR			PULSE			Remove
	Primary	Read	Write	Submit										
Lauren Dunton	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<a href="#">Remove</a>
Molly McEvilley	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	
New User	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<a href="#">Remove</a>

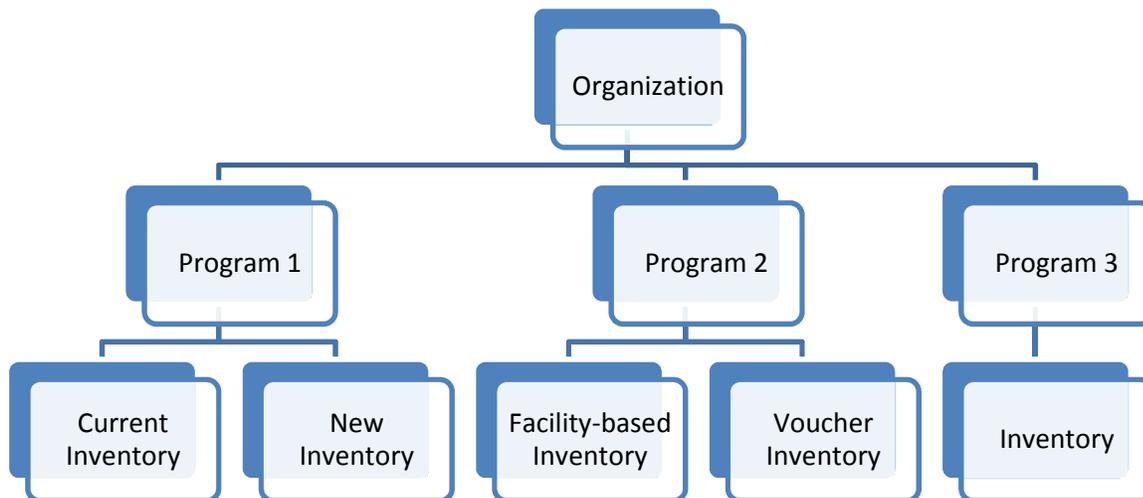
A message will pop up asking for verification; click *OK* and the user will be deleted.

## Housing Inventory Count Submission Guidance

### Navigating the HIC Module in HDX

HIC data in the HDX is made up of three basic components:

- **Organization records** – Organizations only have one characteristic – the organization name. In order to appear on the HIC, an organization must have at least one program, and a single organization may have many programs.
- **Program records** – Programs belong to an organization and have several characteristics, including program name, program type, geocode, and target populations. Just as a program can have only one name, it can have only one program type, one geocode, and so on. A program must have at least one program inventory record, and it may have several program inventory records.
- **Program Inventory records** – Program Inventory records belong to a program and include a number of data points, including bed and unit inventory, HMIS participation data, and a PIT count for the specific inventory. Other information may be required based on the program type.



A program will have more than one inventory record if it has more than one Inventory Type or more than one Bed Type. Program 1, in the chart above, has both current and new inventory, while Program 2 has both facility-based and voucher beds. Program 3, however, has just one type of inventory and one type of bed, so it has only one inventory record.

The HIC module in the HDX is split up into tabs that are designed to help you enter organization, program, and program inventory data accurately.



- Review a complete list of your CoC’s housing inventory for 2012 and previous years;
- Choose which columns you would like displayed;
- Search for a particular record or records using multiple search functions;
- Sort the list by any of the columns by clicking on the column header;
- Filter the list of inventory by year or program type;
- Export your housing inventory data to Excel;
- Duplicate a record of an existing program to create a new program record; and
- Delete a program record.

If you click on the *Add Organization or Program* button on this tab, it will take you to a form on the *Organizations & Programs* tab where you can create a new program.

If you click on a program’s name on this tab, it will take you to the *Inventory Details* tab for that program, where you can add or edit bed and unit inventory.

### Inventory Details

Housing Inventory Counts (HIC)   Organizations & Programs   Inventory List   **Inventory Details**   Unmet Need   Reporting Status   Import Data

#### Program Inventory Details

Select an Organization, Program, and Year to view Housing Inventory. Click any row in the table to view or edit the details of that record below.

**Organization**  
Apple Valley Services

**Program**  
Honeycrisp Transitional Housing

**Program Characteristics for 2012**

Program Type: TH: Transitional Housing

Geo Code: 729007 (Agua Buena Municipio)

Target Population A: HC: Households with children

Target Population B: NA: Not Applicable

HUD McKinney-Vento funded?  Yes  No

**Program Inventory**   2012   [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
114097	2012	C	80	78	98%

★ Row # 114097 - Apple Valley Services - Honeycrisp Transitional Housing - 2012

[Help](#) [Save](#)

Inventory Type:  Current Inventory  New Inventory  Under Development

Bed Type:  Facility-based beds  Voucher beds  Other beds

All Year-Round Bed/Units for Households...

... with Children			... without Children		... with only Children	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds
80	27	80			0	0

Notes

Point-in-Time Homeless Count on 1/25/2012:
78
[Change Date](#)

[Assign inventory to different program](#)   [Save](#)

On the Inventory Details tab, you can:

- Review, add, and edit 2012 data for individual programs, including:
  - Bed and unit inventory;

10

- HMIS participation data; and
- Point-in-time counts.
- Review inventory details data from previous years.
- Review and edit basic program characteristics for 2012.

### Unmet Need

#### Unmet Need for AA-101 - Test CoC 1

Year:  Date of the Housing Inventory Counts: 1/25/2012 [Change](#)

All Year-Round Beds/Units					Seasonal Beds	Overflow Beds	
Beds for Households with at Least One Adult and One Child	Units for Households with at Least One Adult and One Child	Beds for Households without Children	Beds for Households with Only Children	Units for Households with Only Children	Total Year-Round Beds	Total Seasonal Beds	Overflow Beds
<b>Emergency Shelter</b>							
<input type="text" value="10"/>	<input type="text" value="9"/>	<input type="text" value="8"/>	<input type="text" value="7"/>	<input type="text" value="6"/>	25	<input type="text" value="5"/>	<input type="text" value="4"/>
<b>Transitional Housing</b>							
<input type="text" value="10"/>	<input type="text" value="9"/>	<input type="text" value="8"/>	<input type="text" value="7"/>	<input type="text" value="6"/>	25		
<b>Safe Haven</b>							
		<input type="text" value="5"/>			5		
<b>Permanent Supportive Housing</b>							
<input type="text" value="10"/>	<input type="text" value="9"/>	<input type="text" value="8"/>	<input type="text" value="7"/>	<input type="text" value="6"/>	25		

On the Unmet Need tab, you can:

- Add, edit, and review unmet need data for 2012; and
- Review unmet need data from previous years.

## Reporting Status

### Reporting Status for AA-101 - Test CoC 1

Year: 2012 ▾

Current Status	In Progress - Please fix errors to submit <input type="button" value="Submit Data"/>
Date of the Housing Inventory Counts	1/25/2012 <a href="#">Change</a>
Reports +	13 Reports
Last Update On	3/27/2012
Last Update By	Molly McEvilly
Submitted On	-
Submitted By	-
Validation Errors +	1 Validation Error - Please fix in order to submit data <a href="#">Print</a>
Validation Warnings +	1 Validation Warning <a href="#">Print</a>
Messages +	No Messages

On the Reporting Status tab, you can:

- Submit your 2012 HIC data;
- Review and change the date of your 2012 HIC;
- Access 13 different HIC reports;
- See when and by whom your HIC was last updated;
- See when and by whom your HIC was submitted (if applicable);
- Review validation errors and warnings; and
- Access messages related to your HIC.

## Import Data

### Import Data to AA-102 - Test CoC 2

You don't have any complete HIC data. You will not be able to copy HIC data from the previous year.

Date of the Housing Inventory Counts:

From the Import Data tab, you can:

- Duplicate the previous year's HIC data to populate the 2012 HIC; and
- Import CSV files generated by your HMIS to populate the 2012 HIC.

## Creating and Submitting 2012 HIC Data

Overall, the process for creating and submitting HIC data involves the following steps:

- Duplicating the previous year's HIC or uploading HIC data exported from HMIS (optional);
- Entry, review, and update of organization and program data;
- Entry, review, and update of program inventory data;
- Entry of PIT count for each inventory record; and
- Submitting the HIC data to HUD.

### Duplicating the Previous Year's HIC Data

CoCs may choose to copy HIC data from the previous year to populate this year's HIC data. To do this, go to the Import Data tab. Enter the date of your 2012 HIC, and click the *Copy Previous Year* button.

Housing Inventory Counts (HIC) Organizations & Programs Inventory List Inventory Details Unmet Need Reporting Status **Import Data**

**Import Data to AK-501 - Alaska Balance of State CoC**

Duplicate Previous Year Upload XML File Upload CSV Files

Click the button "Copy Previous Year" to copy data from your last complete HIC (Inventory Count Date 1/25/2011) to the next year (2012).

Date of the Housing Inventory Counts: 1/25/2012  **Copy Previous Year**

Duplicating the previous year's data only provides a starting point for the 2012 HIC. The HDX does not duplicate the previous year's PIT counts for each program, so that data must be entered. In addition, CoCs must review each record and update if necessary to ensure that the data is correct for this year's count.

In particular, if there was bed and unit inventory designated as 'New' or 'Under Development' in the previous year, the inventory type should be updated (see [Adding or editing inventory for an existing program](#)).

In addition, HIC data in 2011 did not include a household type with only children, so if your CoC has inventory designated for use by households with only children, you will have to update the records for that inventory to correct the household type.

### Importing HIC Data Generated by HMIS

You may choose to upload HIC data in CSV format that has been generated by your HMIS application, if your HMIS offers that functionality. To import CSV data, navigate to the *Import Data* tab on the gray toolbar and click on the *Upload CSV Files* link.

### Import Data to NY-605 - Nassau County CoC

Date of the Housing Inventory Counts:

Site Information File:  SiteInformation.csv

Agency Program File:  AgencyProgram.csv

Bed Inventory File:  BedInventory.csv

Enter the date of your HIC and click the *Choose File* button to select each of the appropriate files from your computer or network. After you've selected all three files, click the Upload button to import the data.

Note that the CSV specifications, which are available in detail on the HUD HRE at <http://www.hmis.info/ClassicAsp/documents/HUD%20HMIS%20CSV%20Format%20V3.02.pdf>, do not include an element for PIT count, so at a minimum, you will have to edit each inventory record to enter the count of people utilizing the beds/units identified on the night your count was conducted. The CSV specifications also don't have the option for a household type with only children, so if your CoC has inventory designated for use by households with only children, you will have to update the records for that inventory.

### Adding a New Organization and Program to the HIC

The only way to create a new organization is as part of the process of creating a new program. If the program that you want to add belongs to an organization that hasn't already been entered, you will have to add the program from the *Organizations & Programs* tab. To create a new organization and program, click the blue *Add Organization or Program* button.

### Organization and Program Summary for AA-101 - Test CoC 1

Choose Organization or Program View to include or exclude Programs. Click on the name to edit. Click "Add Organization or Program" to add an organization or program. The IDs are from your HMIS system (if supplied).

Organization View
  Program View

ID	Organization Name	ID	Program Name	Year	Status	Total Beds
No records to display.						

On the next screen, enter the required information about the new program, including:

- Organization Name
- Program Name
- Status – if the program should appear on this year's HIC, select 'Active'
- Program Type

- Geocode
- Target Population A (optional)
- Target Population B
- HUD McKinney-Vento funded?

Housing Inventory Counts (HIC) **Organizations & Programs** [Inventory List](#) [Inventory Details](#) [Unmet Need](#) [Reporting Status](#) [Import Data](#)

### Add Organization or Program

Complete the details of this organization and program then click SAVE.

---

Organization Name:

Program Name:

Status:  Active  Closed

Program Type:  ▼

Geo Code:  (Allen County)

Target Population A:  ▼

Target Population B:  ▼

HUD McKinney-Vento funded?  Yes  No

Notes:

[Save](#)

Remember to click the *Save* button in the lower right corner of the page. After you've added a program from the *Organization & Programs* tab, you'll need to visit the *Inventory Details* tab to enter bed and unit inventory information about the program. (This process is described in more detail below.)

#### ***Adding a New Program to an Existing Organization***

If you are adding a program to an organization that has already been entered (in 2012 or a previous year), you can do this from the *Inventory Details* tab.

From the Organization option list, select the name of the organization that the new program belongs to.

## Program Inventory Details

Select an Organization, Program, and Year to view Housing Inventory. Click any row in the table to view or

**Organization**

- Grape Ridge Organization
- Apple Valley Services
- Grape Ridge Organization
- Test Organization
- Test Organization 2
- Test Organization 2012
- Test Organization 2012 / Active

**Program Inventory**

Row #	Year	Inventory	Total
114278	2012	C	

★ Row # 114278 - Grape Ridge O  
2012

[Hide Errors](#) [Print Errors](#)

After you've selected the organization, click *Add new program*.

## Program Inventory Details

Select an Organization, Program, and Year to view Housing Inventory. Click any row in the table to view or

**Organization**

Grape Ridge Organization

**Program**

Concord Safe Haven

[Add new program](#)

**Program Inventory**

Row #	Year	Inventory	Total
114278	2012	C	

This will bring up a form in which you can enter the program's basic characteristics, including:

- Program Name
- Status – if the program should appear on this year's HIC, select 'Active'
- Program Type
- Geocode
- Target Population A (optional)
- Target Population B
- HUD McKinney-Vento funded?

### Add Organization or Program "Grape Ridge Organization"

Complete the details of this organization and program then click SAVE.

Organization Name:

Program Name:

Status:  Active  Closed

Program Type:

Geo Code:  (Sussex County)

Target Population A:

Target Population B:

HUD McKinney-Vento funded?  Yes  No

Notes:

[Save](#)

After you click *Save*, you will be returned to the inventory details page, where you can enter bed and unit inventory, HMIS participation, and PIT count data for your new program.

### Program Inventory Details

Select an Organization, Program, and Year to view Housing Inventory. Click any row in the table to view or edit the details of that record below.

**Organization**

**Program** [Add new program](#)

**Program Characteristics for 2012**

Program Type:

Geo Code:  (Sussex County)

Target Population A:

Target Population B:

HUD McKinney-Vento funded?  Yes  No

**Program Inventory** 2012 [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
114279	2012	C			

★ **Row # 114279 - Grape Ridge Organization - Seedless HPRP - 2012**

[Hide Errors](#) [Print Errors](#) [Help](#) [Save](#)

Inventory Type:  Current Inventory  New Inventory  Under Development

**All Year-Round Bed/Units for Households...**

... with Children			... without Children		... with only Children	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds

Notes:

Point-in-Time Homeless Count on 1/25/2012:  [Change Date](#)

[Assign inventory to different program](#) [Save](#)

### Editing an Existing Organization

The only characteristic of an organization included in the HIC is the name of the organization. To change the name of an organization, click on the organization name on the *Organizations & Programs* tab.

Housing Inventory Counts (HIC) Organizations & Programs Inventory List Inventory Details Unmet Need Reporting Status Import Data

#### Organization and Program Summary for AA-101 - Test CoC 1

Choose Organization or Program View to include or exclude Programs. Click on the name to edit. Click "Add Organization or Program" to add an organization or program. The IDs are from your HIMS system (if supplied).

Name/ID:  Status: Active Year: 2012 Search Show All

Organization View  Program View Add Organization or Program

ID	Organization Name	ID	Program Name	Year	Status	Total Beds
	<a href="#">Apple Valley Organization</a>		<a href="#">Macintosh Emergency Shelter</a>	2012	Active	0
	<a href="#">Apple Valley Organization</a>		<a href="#">Honeycrisp Transitional Housing</a>	2012	Active	0
	<a href="#">Apple Valley Organization</a>		<a href="#">Golden Delicious Permanent Supportive Housing</a>	2012	Active	0

This will bring up a screen on which you can edit the name of the organization:

Housing Inventory Counts (HIC) Organizations & Programs Inventory List Inventory Details

#### Edit Organization "Apple Valley Services"

Update the of name this organization and click SAVE.

Organization Name:  Save

After you click *Save*, the organization name will change for all of the programs that share the same organization.

Housing Inventory Counts (HIC) Organizations & Programs Inventory List Inventory Details Unmet Need Reporting Status Import Data

#### Organization and Program Summary for AA-101 - Test CoC 1

Choose Organization or Program View to include or exclude Programs. Click on the name to edit. Click "Add Organization or Program" to add an organization or program. The IDs are from your HIMS system (if supplied).

Name/ID:  Status: Active Year: 2012 Search Show All

Organization View  Program View Add Organization or Program

ID	Organization Name	ID	Program Name	Year	Status	Total Beds
	<a href="#">Apple Valley Services</a>		<a href="#">Macintosh Emergency Shelter</a>	2012	Active	0
	<a href="#">Apple Valley Services</a>		<a href="#">Honeycrisp Transitional Housing</a>	2012	Active	0
	<a href="#">Apple Valley Services</a>		<a href="#">Golden Delicious Permanent Supportive Housing</a>	2012	Active	0

### Editing an Existing Program Record

If you need to edit any of the basic characteristics of a program, go to the *Organizations & Programs* tab in Program View and click on the program's name.

### Organization and Program Summary for AA-101 - Test CoC 1

Choose Organization or Program View to include or exclude Programs. Click on the name to edit. Click "Add Organization or Program" to add an organization or program. The IDs are from your HMIS system (if supplied).

Name/ID  Status  Year

Organization View 
  **Program View**

ID	Organization Name	ID	Program Name	Year	Status	Total Beds
	<a href="#">Apple Valley Services</a>		<a href="#">Macintosh Emergency Shelter</a>	2012	Active	0
	<a href="#">Apple Valley Services</a>		<a href="#">Honeycrisp Transitional Housing</a>	2012	Active	0
	<a href="#">Apple Valley Services</a>		<a href="#">Golden Delicious Permanent Supportive Housing</a>	2012	Active	0

Clicking on the program name will bring up the edit page.

Housing Inventory Counts (HIC) **Organizations & Programs** Inventory List Inven

### Edit Program "Macintosh Emergency Shelter"

Update the details of this program and click SAVE.

Organization Name

Program Name

Status:  Active  Closed

Program Type

Geo Code  (Carbon County)

Target Population A

Target Population B

HUD McKinney-Vento funded?  Yes  No

Notes

This page will allow you to edit:

- Organization Name - If you change the organization name as you are editing a program record, you will change the name ONLY for that program. If an organization has multiple programs and you need to change the organization name, see the instructions above for [Editing an Existing Organization](#)
- Program Name

- Status – Setting a program’s status to ‘Closed’ will remove it from the 2012 HIC.
- Program Type
- Geocode
- Target Population A (optional)
- Target Population B
- HUD McKinney-Vento funded?

Some of the program’s characteristics – name, program type, geocode, target populations, and McKinney-Vento funding status – are shown on the left-hand side of the *Inventory Details* tab as a reference; these characteristics can also be edited there. If you edit the program’s geocode, for example, on the *Inventory Details* tab, the geocode will change on the *Organizations & Programs* tab, too. If you edit the geocode on the *Organizations & Programs* tab, it will also change on the *Inventory Details* tab. Each of these data points has only one value per program even though the value may be editable in two different places.

Housing Inventory Counts (HIC)   [Organizations & Programs](#)   [Inventory List](#)   **[Inventory Details](#)**   [Unmet Need](#)   [Reporting Status](#)   [Import Data](#)

### Program Inventory Details

Select an Organization, Program, and Year to view Housing Inventory. Click any row in the table to view or edit the details of that record below.

**Organization**

**Program** [Add new program](#)

**Program Characteristics for 2012**

Program Type:

Geo Code:  (Allen County)

Target Population A:

Target Population B:

HUD McKinney-Vento funded?  Yes  No

**Program Inventory** 2012 [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
114288	2012	C		10	

★ Row # 114288 - Grape Ridge Organization - Concord Safe Haven - 2012

[Help](#) [Save](#)

Inventory Type  Current Inventory  New Inventory  Under Development

**All Year-Round Bed/Units for Households...**

... with Children			... without Children		... with only Children	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds
			10	10		

Notes

Point-in-Time Homeless Count on 1/25/2012:

Date
[Change](#)

[Assign inventory to different program](#) [Save](#)

21

## Adding an Inventory Record for an Existing Program

Click the *Inventory Details* tab. Select the organization and program for which you need to add inventory; if the program does not have any inventory details records, a blank Program Inventory form will be displayed on the right-hand side of the page. If the program already has at least one inventory details record and you need to create another, click on the *Add Inventory* button to display a blank form. Enter the required data and click Save to create a new inventory record.

Note that the fields required for an inventory details record depend on the program characteristics. In the example below, the program type is Emergency Shelter, so specifying a Bed Type is required, as is data about seasonal and overflow beds. Please consult the [2012 Housing Inventory Count and Point-in-Time Count of Homeless Persons Data Collection Guidance](#) for detailed information about HIC data collection.

Housing Inventory Counts (HIC)   Organizations & Programs   Inventory List   **Inventory Details**   Unmet Need   Reporting Status   Import Data

### Program Inventory Details

Select an Organization, Program, and Year to view Housing Inventory. Click any row in the table to view or edit the details of that record below.

Organization: Apple Valley Services

Program: Macintosh Emergency Shelter [Add new program](#)

Program Characteristics for 2012

Program Type: ES: Emergency Shelter

Geo Code: 309009 (Carbon County)

Target Population A: SMF: Single males and femal

Target Population B: NA: Not Applicable

HUD McKinney-Vento funded?  Yes  No

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
114096	2012	C	25	138	552 %

★ Row # 114096 - Apple Valley Services - Macintosh Emergency Shelter - 2012

Inventory Type:  Current Inventory  New Inventory  Under Development

Bed Type:  Facility-based beds  Voucher beds  Other beds

All Year-Round Bed/Units for Households...

... with Children			... without Children		... with only Children	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds
			115	115		

Seasonal Beds

Beds	HMIS Beds	Start Date	End Date
25	25	12/15/2011	3/15/2012

Overflow Beds

Beds	HMIS Beds
0	0

Notes

Point-in-Time Homeless Count on 1/25/2012: 138 [Change](#)

[Assign inventory to different program](#) [Save](#)

Each inventory record will need a Point-in-Time Homeless Count – the number of people utilizing the beds included in the inventory record on the night of the count. **Note that the sum total of people included in PIT counts from all emergency shelter, transitional housing, and Safe Haven programs in the HIC module must match the total number of sheltered people reported in the PIT module.**

If the PIT count date has not yet been set, you (or someone with write access to the PIT module) will have to set it. To do this, click the *Set Date* link in the dark blue box on the bottom right of the page.

Housing Inventory Counts (HIC)   [Organizations & Programs](#)   [Inventory List](#)   [Inventory Details](#)   [Unmet Need](#)   [Reporting Status](#)   [Import Data](#)

### Program Inventory Details

Select an Organization, Program, and Year to view Housing Inventory. Click any row in the table to view or edit the details of that record below.

**Organization**  
Paint Department Organization

**Program** [Add new program](#)  
Gray Primer Safe Haven

**Program Characteristics for 2012**

Program Type: SH: Safe Haven

Geo Code: 729003 (Aguada Municipio)

Target Population A: SMF: Single males and females

Target Population B: ---Select---

HUD McKinney-Vento funded?  Yes  No

**Program Inventory** 2012 [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
114292	2012	C			

★ Row # 114292 - Paint Department Organization - Gray Primer Safe Haven - 2012

[Hide Errors](#) [Print Errors](#) [Help](#) [Save](#)

Inventory Type  Current Inventory  New Inventory  Under Development

**All Year-Round Bed/Units for Households...**

... with Children			... without Children		... with only Children	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds

Notes

Point-in-Time Homeless Count (no date):  

[Set Date](#)

[Assign inventory to different program](#) [Save](#)

The *Set Date* link will take you to the PIT Counts module, where you can enter the date of your PIT count, the populations included in your count, and click *Save*.

Point-in-Time (PIT)   [PIT Counts](#)   [Reporting Status](#)

### PIT Counts

**Date of PIT Count**

1/25/2012

**Populations in this Count**

Sheltered and Unsheltered Count

Sheltered-Only Count

Unsheltered-Only Count

[Save](#)

[Hide Error Messages](#)

[Print Errors](#)

If you do not have write permission for the PIT module, you will have to ask the CoC primary contact (or anyone with write access to the PIT module) to set the date of the PIT count before you are able to enter PIT count data for Program Inventory records. Note that although the PIT Count form includes the option to indicate an unsheltered-only count because some CoCs enter unsheltered only counts at other times, that option is not appropriate for the 2012 PIT Count. A sheltered count is required.

## Editing an Existing Program Inventory Record

To edit an existing program inventory record, go to the *Inventory Details* tab, select the name of the organization and the name of the program for which you want to edit existing inventory.

In the example below, a program has two Program Inventory records that were copied from 2011. One record shows 60 beds of 'current' inventory, and the other record has an additional 20 beds of 'new' inventory. The 20 beds are no longer new in 2012, so the records need to be consolidated into a single Program Inventory record representing 'current' inventory.

Housing Inventory Counts (HIC) [Organizations & Programs](#) [Inventory List](#) **Inventory Details** [Unmet Need](#) [Reporting Status](#) [Import Data](#)

### Program Inventory Details

Select an Organization, Program, and Year to view Housing Inventory. Click any row in the table to view or edit the details of that record below.

**Organization**  
Apple Valley Services

**Program**  
Honeycrisp Transitional Housing

**Program Characteristics for 2012**

Program Type: TH: Transitional Housing

Geo Code: 400966 (ENID)

Target Population A: HC: Households with children

Target Population B: NA: Not Applicable

HUD McKinney-Vento funded?  Yes  No

**Program Inventory** 2012 [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
114097	2012	C	60		
114291	2012	N	20		

★ Row # 114097 - Apple Valley Services - Honeycrisp Transitional Housing - 2012

[Hide Errors](#) [Print Errors](#) Inventory Record Saved [Help](#) [Save](#)

Inventory Type:  Current Inventory  New Inventory  Under Development

Bed Type:  Facility-based beds  Voucher beds  Other beds

**All Year-Round Bed/Units for Households...**

... with Children			... without Children		... with only Children	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds
60	19	60			0	0

Notes

Point-in-Time Homeless Count on 1/25/2012:   [Change Date](#)

[Assign inventory to different program](#) [Save](#)

To do this, first click on the record showing 20 beds of new inventory and delete it. To delete an inventory record, click on the trash can icon in the far right column.

**Program Inventory** 2012 [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
114097	2012	C	80	84	105 %
114291	2012	N	20		

Next click on the record with 60 beds of current inventory and update it to add the 20 beds and 6 units that were new last year. While editing the inventory record, add the PIT count data.

In the example shown below, the PIT count reports that there were 84 people in this program on the night of the count, but the inventory shows that there are only 80 beds. This is possible under a number of different scenarios, but it will generate a validation warning unless you enter an explanation in the Notes box. In this case, there were five children in cribs; cribs are not included in the count of beds.

**Program Inventory** 2012

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
114097	2012	C	80	84	105 %

★ Row # 114097 - Apple Valley Services - Honeycrisp Transitional Housing - 2012

[Help](#)

Inventory Type  Current Inventory  New Inventory  Under Development

Bed Type  Facility-based beds  Voucher beds  Other beds

**All Year-Round Bed/Units for Households...**

... with Children			... without Children		... with only Children	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds
80	27	80			0	0

Notes

There were 5 children in cribs, so the point-in-time count for this inventory exceeds the number of beds. (Cribs were excluded from the bed count per the 2012 HIC and PIT Guidance.)

Point-in-Time Homeless Count on 1/25/2012:

[Change Date](#)

[Assign inventory to different program](#)

Remember that each inventory record will need a Point-in-Time Homeless Count – the number of people utilizing the beds included in the inventory record on the night of the count.

If the Point-in-Time Count date has not yet been set, you (or someone with write access to the PIT module) will have to set it. See the previous section for detailed guidance on this.

### ***Entering Unmet Need Data***

All CoCs are required to complete and submit estimated unmet need data for their CoC. CoCs can access the Unmet Need tab by clicking on the *Unmet Need* tab on the gray toolbar. For further guidance on calculating unmet need, please review [Calculating Unmet Need for Homeless Individuals and Families](#).

### Unmet Need for AA-101 - Test CoC 1

Year:

Date of the Housing Inventory Counts: 1/29/2012 [Change](#)

All Year-Round Beds/Units					Seasonal Beds	Overflow Beds	
Beds for Households with at Least One Adult and One Child	Units for Households with at Least One Adult and One Child	Beds for Households without Children	Beds for Households with Only Children	Units for Households with Only Children	Total Year-Round Beds	Total Seasonal Beds	Overflow Beds
<b>Emergency Shelter</b>							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
<b>Transitional Housing</b>							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0		
<b>Safe Haven</b>							
		<input type="text"/>			0		
<b>Permanent Supportive Housing</b>							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0		

### Addressing Validation Warnings and Errors

The HDX will display validation warnings and errors to assist you in identifying and addressing any inconsistencies in your HIC data. The validation errors and warnings can also be viewed on the *Reporting Status* tab. Errors must be corrected before the HDX will permit you to submit your data. Any form that has a validation warning must also have an explanation in its *Notes* box.

★ Row # 114097 - Apple Valley Services - Honeycrisp Transitional Housing - 2012

Inventory Record Saved [Help](#) [Save](#)

Inventory Type  Current Inventory  New Inventory  Under Development

Bed Type  Facility-based beds  Voucher beds  Other beds

All Year-Round Bed/Units for Households...

... with Children			... without Children		... with only Children	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds
80	27	80			0	0

Notes

The Point-in-Time Homeless Count for this program exceeds the number of beds because there were 5 children sleeping in cribs. The cribs were excluded from the count of beds per the 2012 [HIC](#) and PIT Guidance.

Point-in-Time Homeless Count on 1/25/2012:  [Change Date](#)

[Assign inventory to different program](#) [Save](#)

### Submitting HIC Data to HUD

HIC data must be submitted to HUD by **April 30, 2012**. To submit data, click on the *Reporting Status* tab on the gray toolbar.

If you have any validation errors or unexplained warnings, the *Submit Data* button will be light gray and you will not be able to click it until your errors have been corrected and there are notes to explain the warnings.

If your HIC data is error-free, the *Submit Data* button in the top right corner of the table will be blue. Click it to submit your HIC data to HUD.

Housing Inventory Counts (HIC) [Organizations & Programs](#) [Inventory List](#) [Inventory Details](#) [Unmet Need](#) [Reporting Status](#)

#### Reporting Status for AA-101 - Test CoC 1

Year: 2012 ▾

Current Status	In Progress	<a href="#">Submit Data</a>
Date of the Housing Inventory Counts	1/25/2012 <a href="#">Change</a>	
Reports +	13 Reports	
Last Update On	3/27/2012	
Last Update By	Molly McEvilley	
Submitted On	3/27/2012	
Submitted By	Molly McEvilley	
Validation Errors +	0 Validation Errors	
Validation Warnings +	0 Validation Warnings	
Messages +	2 Messages	

**Remember:** Only the person with Submit rights for the HIC module can submit the data to HUD. Please make sure to review who has submit rights before the deadline, as extensions will not be granted for problems with submission privileges.

## Point-in-Time Count Submission Guidance

### Accessing the PIT Module in HDX

There are two ways to access the PIT module to enter PIT count data.

- The PIT count module can be accessed from the Dashboard by clicking on the *View PIT* link in the bottom right corner of the *Point-in-Time Count* box.
- The PIT count module can also be accessed by clicking on the *PIT* tab on the blue toolbar at the top of the page.

Homelessness Data Exchange Now viewing data for: AA-101 - Test CoC 1

Home Dashboard HIC **PIT** AHAR PULSE Messages Reports HDX Admin

Dashboard Reporting Status CoC Overview

### Reporting Status for AA-101 - Test CoC 1

As primary contact for this CoC, you may access the [HDX Admin](#)

Housing Inventory Counts	Report Due: 5/31/2012	Point-in-Time Counts	Report Due: 5/31/2012
Status: In Progress	Errors: 0 Warnings: 0	Status: In Progress	Errors: 2 Warnings: 2
Date of Inventory Count: 1/29/2012 Total Organizations: 3 Total Programs: 4 Total Year-Round Beds: 35 Total Sheltered PIT <sup>1</sup> : 31 Utilization Rate: 89% Updated By: Lauren Dunton Updated On: 3/2/2012 <a href="#">View HIC</a>		<b>Sheltered Populations (most recent count)</b> Date of Count: 1/29/2012 Total Persons: 0 Total Households: 0  <b>Unsheltered Populations (most recent count)</b> Date of Count: 1/29/2012 Total Persons: 0 Total Households: 0 <a href="#">View PIT</a>	

### Creating a New Count

To enter 2012 PIT count data, click on the blue *New Count* button in the top left corner of the screen.

Homelessness Data Exchange Now viewing data for: AA-101 - Test CoC 1

Home Dashboard HIC PIT AHAR PULSE Messages Reports HDX Admin

Point-in-Time (PIT) PIT Counts Reporting Status

### Summary of PIT Counts for AA-101 - Test CoC 1

[New Count](#)

Date of Count	Sheltered ES Total Persons	Sheltered TH Total Persons	Sheltered SH Total Persons	Unsheltered Total
01/26/2011	0	0	0	0

## Providing Information About the Count

Once a new count is created, the CoC can begin to enter information about their 2012 PIT count. Prior to entering information on the number of homeless people included the count, CoCs must provide some background information on their count. The CoC needs to enter the date of the PIT count, in the upper left portion of the module. Click on the calendar icon to the left of the data entry field to select the day, month, and year the PIT count was conducted.

Point-in-Time (PIT) PIT Counts Reporting Status

### PIT Counts

Date of PIT Count

Received HUD Waiver?

Received HUD Waiver?  Yes  No  Not applicable

Populations in this Count

Sheltered and Unsheltered Count  
 Sheltered-Only Count  
 Unsheltered-Only Count

Save

[Hide Error Messages](#)  
[Print Errors](#)

If the PIT count was conducted outside of the last ten days in January, indicate whether the CoC received a waiver from HUD to conduct the count outside the HUD-designated time period.

Next, the CoC needs to indicate the type of PIT count that was conducted: a sheltered and unsheltered count or only a sheltered count. The unsheltered-only count option is disabled, as all CoCs were required to conduct a sheltered count in 2012. Click the radio button next to the left of the appropriate statement.

## Entering Population Data

On the first tab in the PIT module, *Homeless Populations*, CoCs should enter their data on the number of persons and households by household type enumerated during the PIT count. CoCs should only enter unsheltered data in the HDX if they conducted an unsheltered count in 2012.

Make sure to click the blue *Save* button in either the top or bottom right corner of the screen to ensure that the data is saved in the HDX.

Persons in Households with at least one Adult and one Child	Sheltered		Unsheltered	Total	
	Emergency	Transitional			
Number of Households	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
Number of Persons (Adults and Children)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
Persons in Households with only Children <sup>a</sup>	Sheltered		Unsheltered	Total	
	Emergency	Transitional			
Number of Households	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
Number of Persons (Age 17 or under)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
Subtotal households with children	0	0	0	0	
Subtotal persons in households with children	0	0	0	0	
Persons in Households without Children	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven <sup>b</sup>		
Number of Households	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Number of Persons (Adults)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total Households and Persons	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven <sup>b</sup>		
Total Households	0	0	0	0	0
Total Persons	0	0	0	0	0

### Entering Subpopulation Data

On the second tab in the PIT module, *Homeless Subpopulations*, CoCs should enter their data on the number of persons in each of the subpopulation categories: chronically homeless individuals, number of persons in chronically homeless families, veterans, severely mentally ill, chronic substance abuse, persons with HIV/AIDS, victims of domestic violence, and unaccompanied children. CoCs should only enter subpopulation data for unsheltered persons if they conducted an unsheltered count in 2012.

Make sure to click the blue *Save* button in either the top or bottom right corner of the screen to ensure that the data is saved in the HDX.

Homeless Populations		Homeless Subpopulations		Notes		
<b>Chronically Homeless and Veteran Subpopulations<sup>a</sup></b>				<b>Sheltered</b>	<b>Unsheltered</b>	<b>Total</b>
<i>(Veteran and Chronically Homeless subpopulation data is required for Sheltered and Unsheltered persons)</i>		Emergency Shelters	Safe Havens			
Chronically Homeless Individuals <sup>b</sup>		<input type="text"/>	<input type="text"/>	<input type="text"/>		0
Chronically Homeless Families (Total Persons in Household) <sup>c</sup>		<input type="text"/>		<input type="text"/>		0
				<b>Sheltered</b>	<b>Unsheltered</b>	<b>Total</b>
		Veterans in emergency shelters, transitional housing and safe havens				
Veterans		<input type="text"/>		<input type="text"/>		0
<b>Other Homeless Subpopulations<sup>d, e</sup></b>				<b>Sheltered</b>	<b>Unsheltered</b>	<b>Total</b>
<i>(Other Homeless subpopulation data is required for sheltered persons and optional for unsheltered persons)</i>		Persons in emergency shelters, transitional housing and safe havens				
Severely Mentally Ill		<input type="text"/>		<input type="text"/>		0
Chronic Substance Abuse		<input type="text"/>		<input type="text"/>		0
Persons with HIV/AIDS		<input type="text"/>		<input type="text"/>		0
Victims of Domestic Violence		<input type="text"/>		<input type="text"/>		0
Unaccompanied Child (Under 18)		<input type="text"/>		<input type="text"/>		0

### Addressing Validation Warnings and Errors

The HDX contains validation errors and validation warnings to assist CoCs in identifying and addressing any inconsistencies in their PIT data. These errors and warnings will appear once data is saved in the HDX, and will be displayed on the *Population* and *Subpopulation* tabs. The validation errors and warnings can also be viewed on the *Reporting Status* tab. CoCs will not be able to submit their data until all validation errors are addressed. CoCs can submit data with validation warnings, however an explanation about the warning must be provided in the *Notes* field (explained below).

## Reporting Status for AA-101 - Test CoC 1

Date of Count: 01/26/2012 ▾

Current Status	In Progress - Please fix errors to submit	<input type="button" value="Submit Data"/>
Reports	• <a href="#">Point-in-Time Summary</a>  	
Last Update On	2/24/2012	
Last Update By	Lauren Dunton	
Submitted On	-	
Submitted By	-	
Validation Errors +	3 Validation Errors - Please fix in order to submit data <a href="#">Print</a>	
Validation Warnings +	1 Validation Warning <a href="#">Print</a>	
Messages +	No Messages	

### Entering Explanations or Additional Information About the Data

On the third tab in the PIT module, *Notes*, CoCs should enter any information that they think might be relevant to help HUD staff better understand the submitted data. This space should also be used to explain any validation warnings that remain at the time that data are submitted.

Homeless Populations | Homeless Subpopulations | **Notes**

**Notes**  
Please use the Notes section to explain Validation Warning messages that appear. This section may also be used to explain other data that you have entered.

**Save**

### Submitting the PIT Count Data to HUD

PIT count data must be submitted to HUD by **April 30, 2012**. To submit data, click on the *Reporting Status* tab on the gray toolbar. Once the Reporting Status page is loaded, click on the gray *Submit Data* button in the top right corner of the table.

Date of Count: 01/26/2012 ▾

Current Status	In Progress	<b>Submit Data</b>
Reports	<ul style="list-style-type: none"> <li>• <a href="#">Point-in-Time Summary</a>  </li> </ul>	
Last Update On	2/24/2012	
Last Update By	Lauren Dunton	
Submitted On	-	
Submitted By	-	
Validation Errors +	0 Validation Errors	
Validation Warnings +	0 Validation Warnings	
Messages +	No Messages	

**Remember:** Only the person with submit rights for the PIT module can submit the data to HUD. Please make sure to review who has submit rights before the deadline, as extensions will not be granted for problems with submission privileges.