

**March
2013**
Version 1.0

2013 Housing Inventory Count and Point-in-Time Count of Homeless Persons: Data Submission Guidance



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1. PURPOSE OF THIS GUIDANCE

This document provides information to Continuums of Care (CoCs) on how to successfully submit their 2013 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 [2013 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 1, 2013** and must submit final data by **Tuesday April 30, 2013**. Submitting the HIC and the PIT data in HDX is a **2 PART SUBMISSION** process. CoCs must submit both the data entered into the HIC module and the data entered into the PIT module in the HDX by the submission deadline in order for your submission to be considered complete.

The Primary Contact for each CoC is responsible for ensuring that the 2013 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 *2013 Housing Inventory Count and Point-in-Time Count of Homeless Persons Data Collection Guidance* document, please visit the [Ask a Question](#) page on [HUD's OneCPD 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.

2. THE HUD HOMELESSNESS DATA EXCHANGE (HDX)

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

- The Housing Inventory Count (HIC);
- The Homeless Point-in-Time (PIT) Count ; and
- The Annual Homeless Assessment Report (AHAR).

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

2.1 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 registration for the CoC Program competition or the person identified by the CoC as the new primary contact through a written request submitted to HUD through the OneCPD Ask a Question page.

2.2 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 [HUDHDX.info Create an Account](http://www.hudhdx.info/CreateanAccount) webpage

(<http://www.hudhdx.info/SignUp.aspx>).

Users who already have an HDX.info account do not need to re-register.

2.3 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:

The screenshot shows the HUD.GOV website header with the U.S. Department of Housing and Urban Development logo and Secretary Shaun Donovan's name. Below the header is the 'Homelessness Data Exchange' section with links for Home, Login, and Create an Account. The 'Create an Account' form is displayed, marked as required. The form includes fields for: Your Email (which will also serve as the username), Confirm Email, First Name, Last Name, Name of Organization, User Type (dropdown), Your CoC (dropdown), Address, City, State (dropdown), Zip, Phone (with extension), Phone 2 (mobile, etc.) (with extension), Fax, Password (must be at least 5 characters long and include one number), Confirm Password, Security Question (dropdown with 'What is your mother's maiden name?' selected), and Security Answer. At the bottom of the form is a CAPTCHA image showing the words 'steeden' and 'much'.

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 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 [HUDHDX.info Create an Account](http://www.hudhdx.info/Create an Account) site (<http://www.hudhdx.info/SignUp.aspx>). After creating an account, the user will be able to log in to the HDX.

2.4 Assign Access Levels 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; and
- **Submit** – have the authority to approve and submit data to HUD.

The screenshot shows the 'HDX Admin' page with a navigation bar at the top containing links for AHAR, PULSE, Messages, Reports, and HDX Admin. Below the navigation bar, the 'HDX Admin' title is displayed. The main content area features a table with columns for 'User', 'CoC', 'Housing Inventory', 'PIT Counts', 'AHAR', and 'PULSE'. Each category has sub-columns for 'Read', 'Write', and 'Submit' permissions, represented by checkboxes. The table lists three users: Lauren Dunton, Molly McEvilley, and New User. Lauren Dunton is the primary user for CoC. Molly McEvilley has write and submit permissions for CoC, Housing Inventory, and PIT Counts. The 'New User' row is highlighted. At the bottom right of the table, there are 'Add User' and 'Save' buttons. A 'Remove' link is visible next to each user row.

2.5 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.

This screenshot shows the same 'HDX Admin' page as the previous one, but with a confirmation dialog box overlaid in the center. The dialog box has a title bar that reads 'The page at dev.hudhdx.info says:' and contains the text 'Are you sure that you want to remove this user from this CoC?'. Below the text are two buttons: 'OK' and 'Cancel'. The background interface is partially obscured by the dialog box, but the table and navigation elements are still visible.

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

2.6 Updating Your Account Information

Users may update their account information by navigating to the Dashboard and clicking on the [Click here to update your account information](#) link.

HUD.GOV
U.S. Department of Housing and Urban Development
Secretary Shaun Donovan

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
[Click here to update your account information](#)

Housing Inventory Counts	Report Due: 4/30/2013	Point-in-Time Counts	Report Due: 4/30/2013
Status: In Progress	Errors: 14 Warnings: 4	Status: Submitted	Errors: 1 Warnings: 2
Housing Inventory Counts		Point-in-Time Counts	
Date of Inventory Count: 1/22/2013		Sheltered Populations (most recent count)	
Total Organizations: 3		Date of Count: 1/24/2013	
Total Programs: 5		Total Persons: 0	
Total Year-Round Beds: 665		Total Households: 173	
Total Sheltered PIT: 180		Unsheltered Populations (most recent count)	
Utilization Rate: 27%		Date of Count: 1/24/2013	
Updated By: Stefan Baumgartner		Total Persons: 0	
Updated On: 12/21/2012		Total Households: 74	
View HIC		View PIT	

Update your information and click on the blue Save or Change Password button to update your account details.

My Account

Account Details

First Name:

Last Name:

Organization:

Address:

City:

State:

Zip:

Email:

Phone:

Phone 2:

Fax:

Account Details Saved. [Save](#)

Change Password

New password must be at least 5 characters long and include one number

Old Password:

New Password:

Confirm Password:

[Change Password](#)

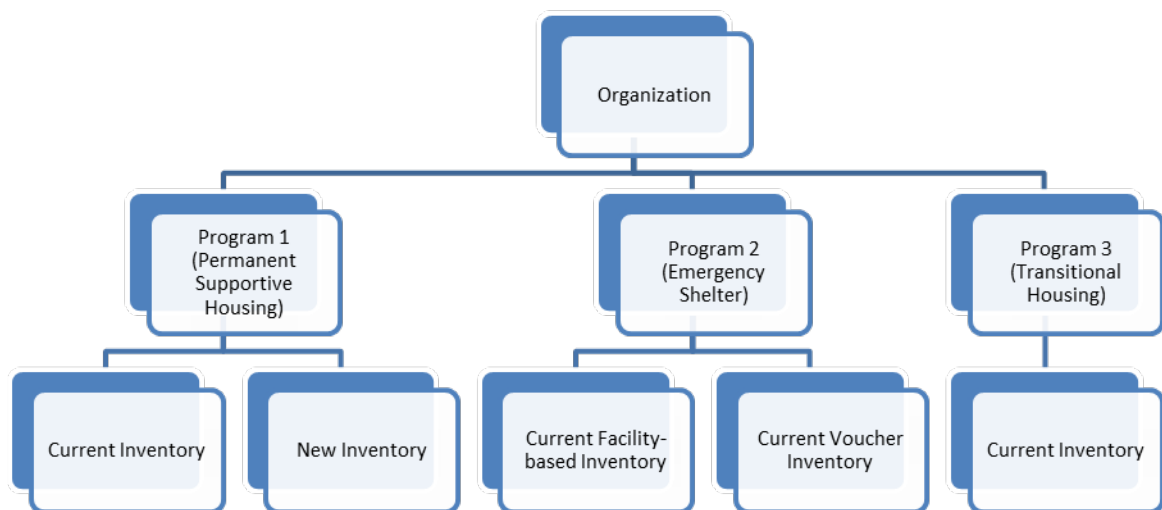
3. HOUSING INVENTORY COUNT SUBMISSION GUIDANCE

3.1 Navigating the HIC Module in HDX

This section of the guidance document provides a general overview of the HIC Module components and structure. Specific data entry instructions for each HIC Component are further explained in [Section 3.2 Creating and Submitting 2013 HIC Data](#).

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 provider 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 about program beds and units, including inventory type, household type, bed and unit inventory, HMIS participating beds, etc., as well as a PIT count for the beds included in the program inventory record.

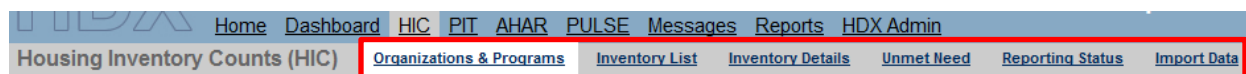


A program will have more than one inventory record if it has more than one Inventory Type or, for Emergency Shelters, more than one Bed Type. In the chart above, Program 1 (Permanent Supportive Housing) has both current and new inventory, while Program 2 (Emergency Shelter)

has current inventory consisting of both facility-based and voucher beds. Program 3 (Transitional Housing), however, has just current inventory, 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.

The HIC module includes six tabs on the secondary navigation bar. To access any one of the tabs, click on its name in the gray navigation bar. Each of the tabs is described in detail in the following sections.



3.1.a Organizations & Programs Overview



On the Organizations & Programs tab, you can:

- Review a list of organizations included in your HIC (Organization View);
- Review a list of all organizations and programs included on your HIC (Program View);
- Search for organizations and programs using multiple search functions;
- Export the organizations and programs data to Excel;
- Sort the lists by any of the columns by clicking on the column header; and
- Filter the lists by year and program status.

From this tab, you can also:

- Add a new program;
- Edit the basic characteristics of an existing program; and
- Edit the name of an existing organization.

Home Dashboard HIC PIT AHAR PULSE Messages Reports HDX Admin

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

Inventory List for AA-103 - Test CoC 3

Click on an organization or program to view/edit inventory details.

Date of the Housing Inventory Counts: [Set Date](#) [Choose Columns](#) [Show more search options](#)

Search Year **2012** Program **Any** [Search Inventory](#) [Show All](#) [Export to Excel](#) [Add Organization or Program](#)

Star	Year	Type	Project Organization Name	Program Name	Gen Code	Inventory Type	Target Pop. A	Target Pop. B	McKinney Count	Beds HH w/ Children	Beds HH w/ Children	Beds HH w/ only Children	CH Beds	HHS w/ Children	HHS w/ Children	HHS w/ only Children	% of HHs w/ Children	% of HHs w/ only Children	% of HHs w/ only Children	HHS Overflow Beds	HHS Overflow Count	Total Utilization
★	2012	TH	Helping Hand Main Street Houses		012268	C	SM	HIV	No		15				10		67 %			12	15	80 %
★	2012	TH	Housing Fund Military March		012268	C	SMF	VET	No	40	10			20	5		50 %	50 %		48	50	96 %

On the Inventory List tab, you can:

- Enter the date of your 2013 HIC;
- Review a complete list of your CoC's housing inventory for 2013 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 program bed and unit inventory data.

3.1.c Inventory Details Overview

Organization
Test Organization

Program
Test Program

Provider Program Characteristics for 2013

Provider Program Type
TH: Transitional Housing

Project Uses an RRH Model
☐ Yes ☒ No

Geo Code
400918 (EDMOND)

Target Population A
HC: Households with children

Target Population B
NA: Not Applicable

HUD McKinney-Vento funded?
☒ Yes ☐ No

Provider Program Inventory 2013 [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
116319	2013	C	20	20	100 %

★ Row # 116319 - Test Organization - Test Program - 2013

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
			20	10		

Notes


Point-in-Time Homeless Count on 1/24/2013: 20 [Change Date](#)

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

On the Inventory Details tab, you can:

- Review, add, and edit 2013 data for individual programs, including:
 - Provider Program Characteristics;
 - Provider Program Inventory data on beds and units; and
 - Point-in-time counts.
- Review inventory details data from previous years.

3.1.d Unmet Need Overview


[Home](#)
[Dashboard](#)
[HIC](#)
[PIT](#)
[AHAR](#)
[PULSE](#)
[Messages](#)
[Reports](#)
[HDX Admin](#)

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

Unmet Need for AA-101 - Test CoC 1

Year: 2013
Date of the Housing Inventory Counts: 1/22/2013 [Change](#)
Save

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
Emergency Shelter							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
Transitional Housing							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0		
Safe Haven							
		<input type="text"/>			0		
Permanent Supportive Housing							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0		

Save

On the Unmet Need tab, you can:

- Add, edit, and review unmet need data for 2013; and
- Review unmet need data from previous years.

Note: *the Unmet Need tab must be completed in order to submit your HIC data.*

3.1.e Reporting Status Overview

Reporting Status for AA-101 - Test CoC 1

Year: 2013 ▼

Current Status	In Progress - Please fix errors to submit	Submit Data
Date of the Housing Inventory Counts	1/22/2013 Change	
Reports +	13	
Last Update On	12/21/2012	
Last Update By	Stefan Baumgartner	
Submitted On	-	
Submitted By	-	
Validation Errors +	13 Validation Errors - Please fix in order to submit data	Print
Validation Warnings +	3 Validation Warnings	Print
Messages +	No Messages	

On the Reporting Status tab, you can:

- Submit your 2013 HIC data (**Note: PIT data must be submitted separately from the PIT Reporting Status page**);
- Review and change the date of your 2013 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 for each year;
- Review validation errors that must be fixed in order to submit data;
- Review validation warnings; and
- Access messages related to your HIC.

3.1.f Import Data Overview

The screenshot shows the HUDX interface with the 'Import Data' tab highlighted in the top navigation bar. Below the navigation bar, the page title is 'Import Data to AA-101 - Test CoC 1'. The main content area has two tabs: 'Duplicate Previous Year' (selected) and 'Upload CSV Files'. Under the 'Duplicate Previous Year' tab, there is a text instruction: 'Click the button "Copy Previous Year" to copy data from your last complete HIC (Inventory Count Date 12/31/2012) to the next year (2013)'. Below this, there is a date field labeled 'Date of the Housing Inventory Counts:' with a calendar icon and the date '12/31/2013' selected. To the right of the date field is a blue button labeled 'Copy Previous Year'.

The screenshot shows the HUDX interface with the 'Import Data' tab highlighted in the top navigation bar. Below the navigation bar, the page title is 'Import Data to AA-101 - Test CoC 1'. The main content area has two tabs: 'Duplicate Previous Year' and 'Upload CSV Files' (selected). Under the 'Upload CSV Files' tab, there is a date field labeled 'Date of the Housing Inventory Counts:' with a calendar icon and the date '1/23/2013' selected. Below the date field, there are three rows of file upload fields: 'Site Information File:', 'Agency Program File:', and 'Bed Inventory File:'. Each row has a text input field and a 'Browse...' button. At the bottom of the form is a blue button labeled 'Upload'.

From the Import Data tab, you can:

- Duplicate the previous year's HIC data to populate the 2013 HIC; and
- Import comma separated value (CSV) files generated by your HMIS to populate the 2013 HIC.

3.2 Creating and Submitting 2013 HIC Data

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

1. Duplicating the previous year's HIC data already in HDX or importing HIC data exported from your HMIS (optional);
2. Entering and reviewing or updating organization and program data;
3. Entering and reviewing or updating program inventory data;
4. Entering and reviewing PIT count data for each program inventory record; and
5. Submitting HIC data to HUD.

3.2.a Creating 2013 HIC Data

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.

There are two ways to do this:

1. **Copy data from link on the Dashboard** – Click on the Copy data from 2012 link in the Housing Inventory Counts box. This link will take you to the Import Data tab. Follow the instructions below for **Copy data from Import Tab**.

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

Dashboard Reporting Status CoC Overview

Reporting Status for AA-103 - Test CoC 3

As primary contact for this CoC, you may access the [HDX Admin](#)
[Click here to update your account information](#)

Housing Inventory Counts	Report Due: 4/30/2013	Point-in-Time Counts	Report Due: 4/30/2013
Status: No 2013 Data	Errors: - Warnings: -	Status:	Errors: - Warnings: -
<p>Date of Inventory Count: - Total Organizations: 0 Total Programs: 0 Total Year-Round Beds: - Total Sheltered PIT¹: - Utilization Rate: - Updated By: - Updated On: -</p> <p>Copy data from 2012 View HIC</p>		<p>Sheltered Populations (most recent count) Date of Count: - Total Persons: - Total Households: -</p> <p>Unsheltered Populations (most recent count) Date of Count: - Total Persons: - Total Households: -</p> <p>View PIT</p>	

2. **Copy data from Import Data tab** – Navigate to the Import Data tab within the HIC module. Enter the date of your 2013 HIC, and click the Copy Previous Year button.

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

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

Import Data to AA-101 - Test CoC 1

Duplicate Previous Year Upload CSV Files

Click the button "Copy Previous Year" to copy data from your last complete HIC (Inventory Count Date 12/31/2012) to the next year (2013).

Date of the Housing Inventory Counts: 12/31/2013 [Copy Previous Year](#)

3. **Special Instructions for the RRH Provider Program Type** – For the 2013 HIC, the provider program type “Rapid Re-Housing” has been added in HDX. Please refer to the 2012 HIC/PIT Data Collection Guidance for specific instructions related to RRH. As stated in the data collection guidance:

HUD-funded projects seeking renewal funding through the FY2012 CoC Program competition that are classified as RRH, should be categorized as RRH. Such projects may have been identified in the 2012 HIC as a TH provider program with “voucher” as the bed type.

However, *CoCs importing their HIC Data in HDX from their HMIS system should not change HUD-funded programs recorded as a Transitional Housing (TH) to a Rapid Re-housing (RRH) Program Type in HMIS.* Because we are in a transition period, TH projects that were renewed in the FY2012 CoC Program competition and re-classified and RRH projects will still need to complete an APR for the period prior to renewal with the program identified as TH. Therefore, RRH projects funded through the FY2012 CoC Program competition will need to be manually categorized as RRH in the 2013 HIC data submitted in HDX.

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 tab.

The screenshot shows the HDX web application interface. At the top, there is a navigation bar with links: Home, Dashboard, HIC, PIT, AHAR, PULSE, Messages, Reports, HDX Admin. Below this is a secondary navigation bar with links: Housing Inventory Counts (HIC), Organizations & Programs, Inventory List, Inventory Details, Unmet Need, Reporting Status, and Import Data. The 'Import Data' link is highlighted with a red box. Below the navigation bar, the page title is 'Import Data to AA-101 - Test CoC 1'. The main content area has a sub-header with two tabs: 'Duplicate Previous Year' and 'Upload CSV Files'. The 'Upload CSV Files' tab is highlighted with a red box. Below the tabs, there is a form with the following fields: 'Date of the Housing Inventory Counts' (with a date picker set to 1/23/2013), 'Site Information File' (with a 'Browse...' button), 'Agency Program File' (with a 'Browse...' button), and 'Bed Inventory File' (with a 'Browse...' button). At the bottom of the form is an 'Upload' button.

The HMIS CSV Format Documentation defines 11 different files, including three that include data that identify and define provider programs. Each of those three files, described below, must be uploaded to the HDX in order to populate your HIC.

- **AgencyProgram.csv** – includes a record with identifying information for each program in the CoC, including the organization name, the program name, the program type, and target populations.

- **BedInventory.csv** – includes data related to the bed inventory for each program over time, including the number of beds, type of beds, availability, household types served, and HMIS participation; there may be multiple records for a single program identified in **AgencyProgram.csv**.
- **SiteInformation.csv** – includes data that describe the facilities in which provider programs offer housing, including physical address, geocode, and housing type; there may be multiple records for a single program identified in **AgencyProgram.csv**.

To upload CSV data, 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.

Duplicating the previous year's data or importing HIC data from your HMIS only provides a starting point for completing the 2013 HIC. CoCs must carefully review each record and update as necessary to ensure that the data is correct for this year's count. In addition to verifying bed and unit information and entering 2013 PIT counts for each program, CoCs should pay close attention to updated HIC requirements that may require updates to copied or imported data.

These include:

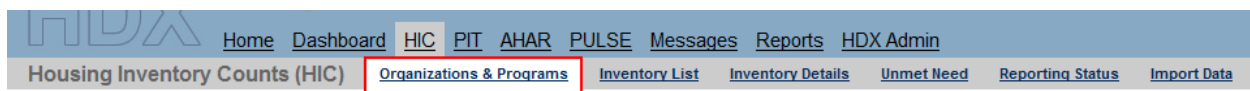
- Identifying Rapid Re-housing (RRH) projects under the new Provider Program Type. CoCs may need to include programs not previously included in the HIC and/or reclassify Transitional Housing programs.
- The Homelessness Prevention and Rapid Re-housing Program (HPRP) has ended and therefore HPRP-RRH has been deleted as a Program Type. These programs will be automatically closed if you copy your 2012 HIC data. CoCs that were able to maintain these programs through other funding will need to re-open them in HDX and categorize them under RRH within the Organizations and Programs tab.
- All Transitional Housing (TH) Programs will need to indicate whether or not they are using an RRH Model.
- Programs with inventory identified as "under development" must also indicate whether or not the inventory is expected to be available for occupancy by January 31, 2014; and
- Bed Type is now only applicable to Emergency Shelter (ES) programs.

Note: Please refer to the [2013 Housing Inventory Count and Point-in-Time Count of Homeless Persons Data Collection Guidance](#) for more information about updated HIC Reporting Requirements.

3.3 Organization and Program Information

3.3.a Adding a New Organization and Program to the HIC

To add a new organization and program, click on the Organizations & Programs link on the secondary gray navigation bar within the HIC module.



Once on the Organizations & Programs page, click the blue *Add Organization or Program* button. The system will take you to another screen where you can enter organization and program information.

Development

Home Dashboard HIC PIT AHAR PULSE Messages Reports HDX Admin

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 HMIS system (if supplied).

Name/ID: Status: Year:

☒ Organization View ☐ Program View **Add Organization or Program**

ID	Organization Name	Year	Status	Total Programs	Total Beds
<i>Name of Organization Administering Units</i>					
		2013	Active	2	165
<i>Name from Old HIC/PIT</i>					
		2013	Active	1	100

Enter the required information about the new organization and 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?

You may also enter optional program address information, including:

- Street address of the program
- City
- State
- Zip Code

Address Validation

Below is the address you entered in the standardized, corrected format provided by the United States Postal Service:

Address Line 1: 200 E COLFAX AVE
Address Line 2:
City: DENVER
State/Zip: CO 80203

Note that the address is specific to the program, which may be different than the administrative address of the organization. Do NOT enter address information for Domestic Violence programs. The system will also run an address validation check to standardize the format provided by the United States Postal Service. For more information about the optional collection of address information please refer to the [2013 Housing Inventory Count and Point-in-Time Count of Homeless Persons Data Collection Guidance](#) document posted on the OneCPD site.

Housing Inventory Counts (HIC) | Organizations & Programs | Inventory List | Inventory De

Add Organization or Program

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

Organization Name: Test Organization

Program Name: Program 1

Status: ☒ Active ☐ Closed

Provider Program Type: TH: Transitional Housing

Geo Code: 080390 (DENVER)

Target Population A: HC: Households with children

Target Population B: NA: Not Applicable

HUD McKinney-Vento funded?: ☒ Yes ☐ No

Notes: You may add a note about the organization and/or program in this box.

Site Address (optional)¹

Address Line 1: 200 E COLFAX AVE

Address Line 2:

City: DENVER

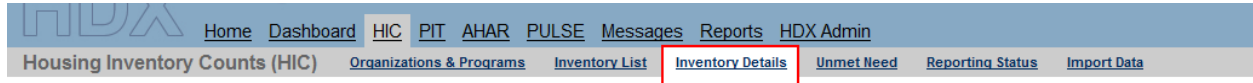
State/Zip: CT 80205

Save

Remember to click the Save button in the lower right corner of the page. After you've added a new organization and 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 in [Section 3.4 Provider Program Inventory Details](#).

3.3.b Adding a New Program to an Existing Organization

To add a new program to an existing organization, navigate to the Inventory Details link on the gray secondary navigation bar within the HIC module.



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

A screenshot of the 'Program Inventory Details' form. The form has a title 'Program Inventory Details' and a subtitle 'Select an Organization, Program, and Year to view Housing Inventory. Click any row in the table to view or'. There are two main sections: 'Organization' and 'Program Inventory'. The 'Organization' section has a dropdown menu with a list of organizations: Grape Ridge Organization, Apple Valley Services, Grape Ridge Organization (highlighted in blue), Test Organization, Test Organization 2, Test Organization 2012, and Test Organization 2012 / Active. The 'Program Inventory' section has a table with columns: Row #, Year, Inventory, and Total. The table contains one row: 114278, 2012, C, and an empty cell. Below the table, there is a star icon and the text 'Row # 114278 - Grape Ridge C 2012'. There are also links 'Hide From' and 'Print From'.

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

A screenshot of the 'Program Inventory Details' form. The form has a title 'Program Inventory Details' and a subtitle 'Select an Organization, Program, and Year to view Housing Inventory. Click any row in the table to view or'. There are two main sections: 'Organization' and 'Program Inventory'. The 'Organization' section has a dropdown menu with a list of organizations: Grape Ridge Organization, Apple Valley Services, Grape Ridge Organization (highlighted in blue), Test Organization, Test Organization 2, Test Organization 2012, and Test Organization 2012 / Active. The 'Program' section has a dropdown menu with a list of programs: Concord Safe Haven. The 'Add new program' button is highlighted with a red box. The 'Program Inventory' section has a table with columns: Row #, Year, Inventory, and Total. The table contains one row: 114278, 2012, C, and an empty cell. Below the table, there is a star icon and the text 'Row # 114278 - Grape Ridge C 2012'. There are also links 'Hide From' and 'Print From'.

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' indicating that the program is operating and available for occupancy or currently under development.
- Provider Program Type
- Geocode
- Target Population A (optional)
- Target Population B
- HUD McKinney-Vento funded?

Add Organization or Program "Test Organization"

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

Organization Name	<input type="text" value="Test Organization"/>
Program Name	<input type="text" value="Program 3"/>
Status	<input checked="" type="radio"/> Active <input type="radio"/> Closed
Provider Program Type	<input type="text" value="TH: Transitional Housing"/>
Geo Code	<input type="text" value="010228"/> (BIRMINGHAM)
Target Population A	<input type="text" value="HC: Households with children"/>
Target Population B	<input type="text" value="NA: Not Applicable"/>
HUD McKinney-Vento funded?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Notes	<div></div>
Site Address (optional)¹	
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State/Zip	<div><input type="text" value=""/><input type="text" value=""/></div>

Save

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

HUDX

[Home](#) [Dashboard](#) [HIC](#) [PIT](#) [AHAR](#) [PULSE](#) [Messages](#) [Reports](#) [HDX Admin](#)

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

Provider 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](#)

Provider Program Characteristics for 2013
Provider Program Type

Project Uses an RRH Model
☒ Yes ☐ No
Geo Code
 (BIRMINGHAM)
Target Population A

Target Population B

HUD McKinney-Vento funded?
☒ Yes ☐ No

Provider Program Inventory [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
116337	2013	C			

★ Row # 116337 - Test Organization - Program 3 - 2013
[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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes

Point-in-Time Homeless Count on 1/24/2013:
[Change Date](#)

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

3.3.c 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 HMIS system (if supplied).

Name/ID: Status: Year:

☐ Organization View ☒ Program View

ID	Organization Name	ID	Program Name	Year	Status	Total Beds
	Apple Valley Organization		Macintosh Emergency Shelter	2012	Active	0
	Apple Valley Organization		Honeycrisp Transitional Housing	2012	Active	0
	Apple Valley Organization		Golden Delicious Permanent Supportive Housing	2012	Active	0

This will bring up a screen where 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:

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 HMIS system (if supplied).

Name/ID: Status: Year:

☐ Organization View ☒ Program View

ID	Organization Name	ID	Program Name	Year	Status	Total Beds
	Apple Valley Services		Macintosh Emergency Shelter	2012	Active	0
	Apple Valley Services		Honeycrisp Transitional Housing	2012	Active	0
	Apple Valley Services		Golden Delicious Permanent Supportive Housing	2012	Active	0

3.3.d 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.

Development

Home Dashboard HIC PIT AHAR PULSE Messages Reports HDX Admin

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

Organization and Program Summary for AA-104 - Test CoC 4

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	Add Organization or Program							
New Test Organization	Active	2013	Search	Show All	Export to Excel										
ID	Organization Name	ID	Program Name	Program Type	Geo Code	Target Pop. A	Target Pop. B	McKinney-Vento	Address	City	State	Zip	Year	Status	Total Beds
	New Test Organization		Program 1	RRH	080390	HC		Yes	200 E COLFAX AVE	DENVER	CO	80203	2013	Active	100
	Test Organization		Program 1	TH	080390	HC		Yes	200 E COLFAX AVE	DENVER	CO	80203	2013	Active	0
3	Window Covering Organization	2813	Fancy Curtains ES	ES	391082	SMF+HC		Yes					2013	Active	60

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

Edit Program "Program 1"

Update the details of this program and click SAVE.

Organization Name	New Test Organization
Program Name	Program 1
Status	<input checked="" type="radio"/> Active <input type="radio"/> Closed
Provider Program Type	RRH: Rapid Re-housing
Geo Code	080390 (DENVER)
Target Population A	HC: Households with children
Target Population B	NA: Not Applicable
HUD McKinney-Vento funded?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Notes	You may leave a note about this organization or program in this box.
Site Address (optional)¹	
Address Line 1	200 E COLFAX AVE
Address Line 2	
City	DENVER
State/Zip	CO 80203
Save	

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. This is useful if the administration of a program is transitioned from one organization to another. However, please note that if an organization has multiple programs and you need to change the

organization name for all of the programs you will need to follow the instructions under [Section 3.3.c Editing an Existing Organization](#).

- Program Name
- Status – Setting a program’s status to ‘Closed’ will remove it from the 2013 HIC. If the program closed and should not appear on this year’s HIC, selecting ‘Closed’ will indicate that the program is no longer operating and available for occupancy. If for some reason, the program re-opens in another year, you will be able to change the status back to ‘Active’.
- Provider 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 also shown on the left-hand side of the [Inventory Details](#) tab. These characteristics can also be edited in the [Inventory Details](#) tab. Updates made on the [Inventory Details](#) tab or on the [Edit Program](#) page will be updated for both locations. For example, if you edit the program’s geocode 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.

[Home](#)
[Dashboard](#)
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[PIT](#)
[AHAR](#)
[PULSE](#)
[Messages](#)
[Reports](#)
[HDX Admin](#)

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

Provider 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
Test Organization

Program
Test Program

Provider Program Characteristics for 2013
Provider Program Type
TH: Transitional Housing

Project Uses an RRH Model
☐ Yes ☒ No

Geo Code
400918 (EDMOND)

Target Population A
HC: Households with children

Target Population B
NA: Not Applicable

HUD McKinney-Vento funded?
☒ Yes ☐ No

Provider Program Inventory
2013
Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
116319	2013	C	20	20	100 %

★ Row # 116319 - Test Organization - Test Program - 2013

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	HMIS Beds
			20	10	

Notes

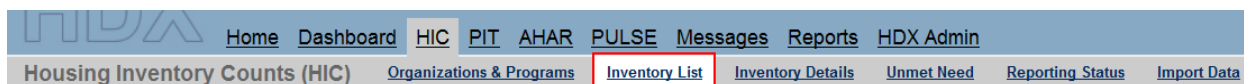
Point-in-Time Homeless Count on 1/24/2013: 20

Assign inventory to different program

3.4 Provider Program Inventory Details

3.4.a Adding an Inventory Record for an Existing Program

Adding and updating program inventory information is completed through the Inventory Details page. There are two ways to access the Inventory Details page. To access a specific program directly, navigate to the Inventory List page using the gray secondary navigation bar in HIC module.



Click on the Program Name and the system will take you directly to the program Inventory Details for that specific program.



Inventory List for AA-102 - Test CoC 2

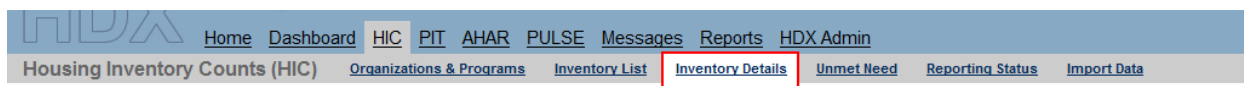
Click on an organization or program to view/edit inventory details.

Date of the Housing Inventory Counts: 1/26/2013 [Change Date](#) [Choose Columns](#) [Show more search options](#)

Search Year Program [Search Inventory](#) [Show All](#)

Star	Year	Prog. Type	Organization Name	Program Name	Geo Code	Inventory Type	Target Pop. A	Target Pop. B	McKinney-Vento	Beds HH w/ Children	Beds HH w/o Children	Beds HH w/ only Children	CH Beds	HMIS Beds HH w/ Children
★	2013	TH	Test 2	Program 2	010228	U	HC	NA	Yes	10				
										Sum : 10	Sum :	Sum :	Sum :	Sum :

You may also navigate directly to the Inventory Details tab by selecting the link for this tab from the gray secondary navigation bar in HIC module.



From the drop-down arrows, select the organization and program for which you need to add or edit inventory data. 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.

Provider 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
Test Organization

Program
Test Program

Provider Program Characteristics for 2013
Provider Program Type
TH: Transitional Housing
Project Uses an RRH Model
☐ Yes ☒ No
Geo Code
400918 (EDMOND)
Target Population A
HC: Households with children
Target Population B
NA: Not Applicable
HUD McKinney-Vento funded?
☒ Yes ☐ No

Provider Program Inventory 2013 [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
116319	2013	C	20	20	100 %

★ Row # 116319 - Test Organization - Test Program - 2013

[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
			20	10		

Notes

Point-in-Time Homeless Count on 1/24/2013: 20 [Change Date](#)

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

If the program already has at least one inventory detail 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.

Provider 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
Test 2

Program
Program 2

Provider Program Characteristics for 2013
Provider Program Type
TH: Transitional Housing
Project Uses an RRH Model
☐ Yes ☒ No
Geo Code
010228 (BIRMINGHAM)
Target Population A
HC: Households with children
Target Population B
NA: Not Applicable
HUD McKinney-Vento funded?
☒ Yes ☐ No

Provider Program Inventory 2013 [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
116310	2013	C	10		
116338	2013				

★ Row # 116338 - Test 2 - Program 2 - 2013

[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

Note that which fields are required for an inventory details record depend on the *Provider Program Type*. In the example below, the provider program type is Emergency Shelter, so specifying a *Bed Type* is required. In addition, CoCs can record information about any seasonal and/or overflow beds. Please consult the [2013 Housing Inventory Count and Point-in-Time Count of Homeless Persons Data Collection Guidance](#) for detailed information about HIC data collection requirements based on identified *Provider Program Type*.

Provider 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

Window Covering Organization

Program

Fancy Curtains ES

Add new program

Provider Program Characteristics for 2013

Provider Program Type

ES: Emergency Shelter

Geo Code

391062 (CINCINNATI)

Target Population A

SMF+HC: Single males and females plus households with

Target Population B

NA: Not Applicable

HUD McKinney-Vento funded?

☒ Yes
 ☐ No

Provider Program Inventory

2013

Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
116331	2013	N	14		
116332	2013	C	50		

★ Row # 116332 - Window Covering Organization - Fancy Curtains ES - 2013

Hide Errors

Print Errors

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
50	25	37				

Seasonal Beds

Beds	HMIS Beds	Start Date	End Date

Overflow Beds

Beds	HMIS Beds

Each inventory record will need a Point-in-Time count of the number of people utilizing the beds included in the inventory record on the night of the CoC's HIC and PIT 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 should match the total number of sheltered people reported in the PIT module.** Any discrepancies between the number of sheltered persons counted on the HIC and the number of sheltered persons counted on the PIT will result in a validation warning requiring the CoC to enter a note explanation in the PIT module of HDX.

3.4.b Entering PIT Count Data in the HIC

In order to determine program bed utilization rates, every program on the HIC will need to include a count of the number of people utilizing the beds on the night of the CoC's HIC and PIT count. Prior to entering a program PIT count, the PIT count date needs to be set 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](#)

Provider 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
Organization Change
Program
Add new program
Morris House

Provider Program Inventory
2013
Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
116350	2013	C	15		
116351	2013	C	10		

Provider Program Characteristics for 2013

Provider Program Type
PSH: Permanent Supportive Housing
Geo Code
012268 (TUSCALOOSA)
Target Population A
SM: Single males
Target Population B
--Select--
HUD McKinney-Vento funded?
☐ Yes ☒ No

Row # 116350 - Organization Change - Morris House - 2013
[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
			20			

Chronic*
Beds

Notes

Point-in-Time Homeless Count (No Date) :
Set Date

Validation Error
Please enter a Point-in-Time Homeless Count.

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](#). The system will then take you back to the [Inventory Details](#) page in the HIC module where you can finish entering data and saving the record.

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

PIT Counts

Date of PIT Count
1/23/2013

Populations in this Count

- ☒ Sheltered and Unsheltered Count
- ☐ Sheltered-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 the CoC representative 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 a Sheltered-Only Count, that option is not available this year, since both a Sheltered and Unsheltered Count are required in 2013.

3.4.c Editing an Existing Program Inventory Record

To edit an existing program inventory record, go to the [Inventory Details](#) page, select the name of the organization and the name of the program for which you want to edit existing inventory or select the program name from the [Inventory List](#) page.

In the example below, a program has two Program Inventory records that were copied from 2012. One record shows 100 beds of 'current' inventory, and the other record has an additional 50 beds of 'new' inventory. The 50 beds are no longer new in 2013, so the records need to be consolidated into a single Program Inventory record representing 'current' inventory.

Provider 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
Test Organization

Program
Test Program

Provider Program Characteristics for 2013
Provider Program Type
PSH: Permanent Supportive Housing
Geo Code
400966 (ENID)
Target Population A
SMF: Single males and females
Target Population B
NA: Not Applicable
HUD McKinney-Vento funded?
☐ Yes ☒ No

Provider Program Inventory 2013 Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
116319	2013	C	100		
116339	2013	N	50		

★ Row # 116339 - Test Organization - Test Program - 2013

Hide Errors Print Errors Inventory Record Saved 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

Chronic*

Beds

To do this, first click on the record showing 100 beds of current inventory and add the 50 beds from last year's new inventory. Next click on the record with 50 beds of new inventory and delete it by clicking on the trash can icon in the far right column.

Provider Program Inventory						2013	Add Inventory
Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate		
116319	2013	C	150	182	121 %		
116339	2013	N	50				

Updated Program Inventory record will now be updated with the programs current inventory.

Provider Program Inventory

2013

Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
116319	2013	C	150	182	121 %

Remember that each inventory record will need a Point-in-Time count of 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.

3.5 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 section by clicking on the Unmet Need tab on the gray toolbar. Every cell on the unmet need tab requires that a value be entered. If the value is zero, enter zero. For further guidance on calculating unmet need, please review [Calculating Unmet Need for Homeless Individuals and Families](#).

Home	Dashboard	HIC	PIT	AHAR	PULSE	Messages	Reports	HDX Admin
Housing Inventory Counts (HIC)	Organizations & Programs	Inventory List	Inventory Details	Unmet Need	Reporting Status	Import Data		

Unmet Need for AA-101 - Test CoC 1

Year: 2013 Date of the Housing Inventory Counts: 1/22/2013 [Change](#) Save

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
Emergency Shelter							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
Transitional Housing							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
Safe Haven							
		<input type="text"/>			0	<input type="text"/>	<input type="text"/>
Permanent Supportive Housing							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>

Save

3.6 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 will be shown on the [Inventory Details](#) page and can also be viewed on the [Reporting Status](#) page. Validation errors **MUST** be corrected before the HDX will permit you to submit your data. Any form that has a validation warning should also include a note of explanation in its *Notes* box.

Reporting Status for AA-102 - Test CoC 2

Year: 2013

Current Status	In Progress - Please fix errors to submit	Submit Data
Date of the Housing Inventory Counts	1/26/2013	Change
Reports +	13	
Last Update On	1/25/2013	
Last Update By	Tracy D'Alanno	
Submitted On	12/14/2012	✓
Submitted By	Tracy D'Alanno	
4 Validation Errors - Please fix in order to submit data Print		
Organization/Program	Error	
Test 2/		
Program 2	Please enter a Point-in-Time Homeless Count.	Fix This
TH - C		
Test 2/		
Program 2	Please indicate whether the project uses an RRH model.	Fix This
TH -		

Reporting Status for AA-102 - Test CoC 2

Year: 2013

Current Status	In Progress - Please fix errors to submit	Submit Data
Date of the Housing Inventory Counts	1/26/2013	Change
Reports +	13	
Last Update On	1/25/2013	
Last Update By	Tracy D'Alanno	
Submitted On	12/14/2012	✓
Submitted By	Tracy D'Alanno	
Validation Errors +	4 Validation Errors - Please fix in order to submit data	Print
Validation Warnings -	1 Validation Warning Print	
Program	Error	
PIT	The date of the HIC is different from the date of the PIT.	Fix This

Provider 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
Test 2
Program
Program 2
Add new program

Provider Program Characteristics for 2013
Provider Program Type
TH: Transitional Housing
Project Uses an RRH Model
☒ Yes ☐ No
Geo Code
010228 (BIRMINGHAM)
Target Population A
HC: Households with children
Target Population B

Provider Program Inventory
2013 Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
116310	2013	C	10		
116338	2013				

Row # 116338 - Test 2 - Program 2 - 2013
Hide Errors Print Errors Help Save

Inventory Type
☒ Current Inventory ☐ New Inventory ☐ Under Development

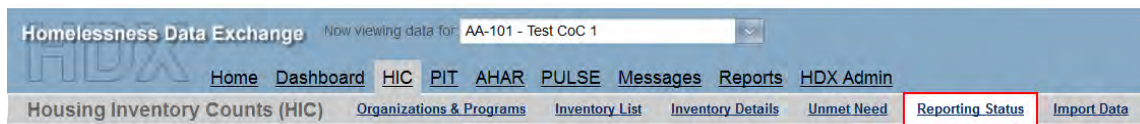
Validation Error
Please indicate whether the project uses an RRH model.
☐ Yes ☐ No

Validation Error
No beds reported. Every inventory record must have beds reported.

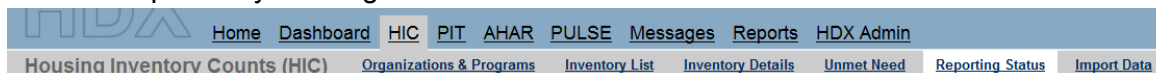
Validation Error
Please select an inventory type

3.7 Submitting HIC Data to HUD

HIC data **MUST** be submitted to HUD in the HDX by **Tuesday, April 30, 2013**. To submit HIC 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 any errors have been corrected and/or there are notes to explain any warnings.



Reporting Status for AA-101 - Test CoC 1

Year: 2013

Current Status	In Progress - Please fix errors to submit	Submit Data
Date of the Housing Inventory Counts	1/22/2013 Change	

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.

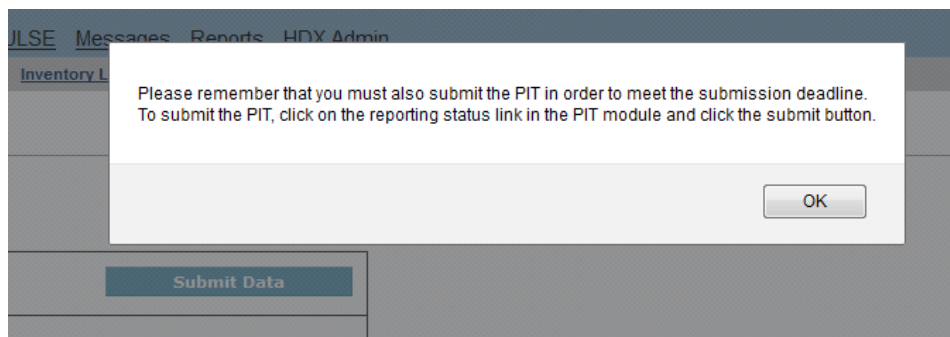


Reporting Status for AA-102 - Test CoC 2

Year: 2013

Current Status	In Progress	Submit Data
----------------	-------------	-------------

Submitting the HIC and the PIT data in HDX is a **2 PART SUBMISSION** process! CoCs must submit both the data entered into the HIC module and the data entered into the PIT module in the HDX by the submission deadline in order for your submission to be considered complete.



A reminder message will appear when you submit your HIC data if the PIT data has not yet been submitted.

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.

4. POINT-IN-TIME COUNT DATA SUBMISSION GUIDANCE

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

4.2 Creating a New Count

To enter 2013 PIT count data, click on the blue *New Count* button in the top left corner of the screen.

Home Dashboard HIC PIT AHAR PULSE Messages Reports HDX Admin

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

Summary of PIT Counts for AA-102 - Test CoC 2

New Count

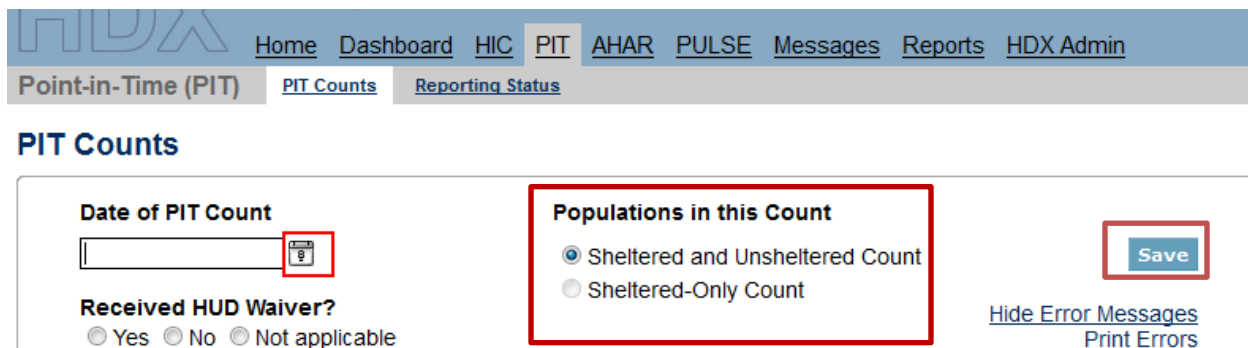
Date of Count	Sheltered ES Total Persons	Sheltered TH Total Persons	Sheltered SH Total Persons	Unsheltered Total Persons	Total Persons	Status of Report
01/24/2012	0	0	0	0	0	Confirmed

4.3 PIT Count Date and Populations

Once a new count is created, the CoC can begin to enter information about their 2013 PIT count.

4.3.a Date of PIT Count

Prior to entering PIT count population and subpopulation data, CoCs must provide some background information on their count. Enter the date your CoC conducted 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.




HUDX

Home Dashboard HIC PIT AHAR PULSE Messages Reports HDX Admin

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

PIT Counts

Date of PIT Count



Received HUD Waiver?

☐ Yes ☐ No ☐ Not applicable

Populations in this Count

☒ Sheltered and Unsheltered Count

☐ Sheltered-Only Count

Save

[Hide Error Messages](#)

[Print Errors](#)

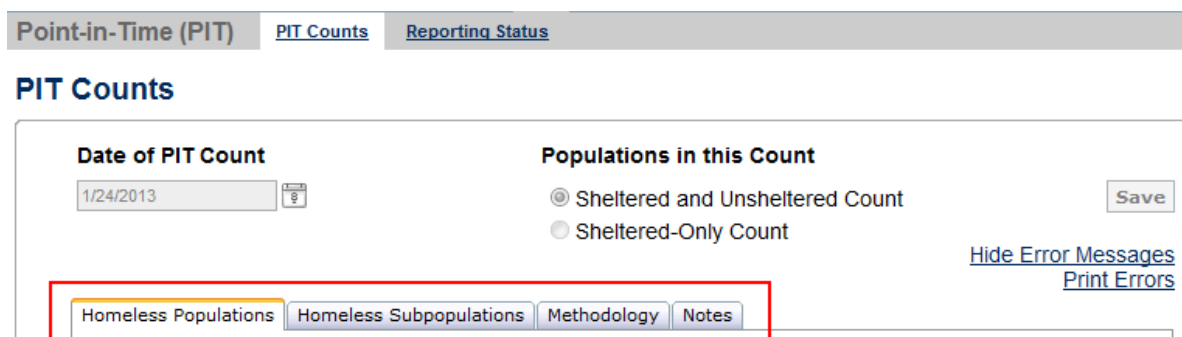
If the PIT count was conducted outside of the last ten days in January, indicate whether the CoC received a waiver from HUD to conduct the count outside the HUD-designated time period.

A Sheltered and Unsheltered Count is required in 2013 and this radio button will be automatically selected for 2013. The radio button for Sheltered-Only Count will only be available in even numbered years.

4.4 Navigating the PIT Count Module

PIT data in the HDX is made up of four basic tabs. Click on the tab names to navigate through the data entry screens.


1. Homeless Populations
2. Homeless Subpopulations
3. Methodology
4. Notes



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

PIT Counts

Date of PIT Count



Received HUD Waiver?

☐ Yes ☐ No ☐ Not applicable

Populations in this Count

☒ Sheltered and Unsheltered Count

☐ Sheltered-Only Count

Save

[Hide Error Messages](#)

[Print Errors](#)

Homeless Populations Homeless Subpopulations Methodology Notes

4.5 Entering Homeless 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.

As in prior years, CoCs must collect and report information on the following three household types for both sheltered and unsheltered persons.

- **Persons in households with at least one adult and one child** - This category includes households with at least one adult and one child under age 18.
- **Persons in households without children** - This category includes single adults, adult couples with no children, and groups of adults.
- **Persons in households with only children** - This category includes persons under age 18, including children in one-child households, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children.

For ***households with at least one adult and one child*** and ***households without children***, CoCs must report the total number of households.

For ***households with only children***, CoCs must report both the number of one-child households and the number of multi-child households. The number of one-child households replaces the number of “unaccompanied children” previously reported in PIT subpopulation counts.

In order to better understand homelessness among transition-aged youth, CoCs also will need to report the total number of persons by age category and household type, per the following age categories:

Persons in households with at least one adult and one child

- The number of children under age 18;
- The number of adults ages 18 to 24; and
- The number of adults over age 24.

Persons in households without children

- The number of adults ages 18 to 24; and
- The number of adults over age 24.

Please consult the [2013 Housing Inventory Count and Point-in-Time Count of Homeless Persons Data Collection Guidance](#) for detailed information about PIT data collection requirements.

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.

Date of PIT Count

Populations in this Count

- ☒ Sheltered and Unsheltered Count
☐ Sheltered-Only Count

[Save](#)

Received HUD Waiver?

- ☐ Yes ☐ No ☐ Not applicable

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

Homeless Populations

Homeless Subpopulations

Methodology

Notes

Persons in Households with at least one Adult and one Child

Number of Households

Total Number of Persons (Adults & Children)

Number of Persons (under age 18)

Number of Persons (18 - 24)

Number of Persons (over age 24)

Sheltered

Emergency Transitional

Unsheltered

Total

Persons in Households with only Children^a

Total number of households

Number of one-child Households

Number of multi-child Households

Total number of persons (under age 18)

Number of children in multi-child households

Sheltered

Emergency Transitional

Unsheltered

Total

Persons in Households without Children

Number of Households

Total Number of Persons (Adults)

Number of Persons (age 18 - 24)

Number of Persons (over age 24)

Sheltered

Emergency Transitional Safe Haven^b

Unsheltered

Total

Total Households and Persons

Total Households

Total Persons

Number of Children (under age 18)

Number of Persons (18 to 24)

Number of Persons (over age 24)

Sheltered

Emergency Transitional Safe Haven^b

Unsheltered

Total

4.6 Entering Homeless Subpopulation Data

On the second tab in the PIT module, Homeless Subpopulations, CoCs should enter data on the number of sheltered and unsheltered persons in each of the following subpopulation categories:

- Chronically Homeless Individuals
- Chronically Homeless Families (total number of chronically homeless families)
- Chronically Homeless Families (total number of persons in chronically homeless families)
- Veterans (including a subset for the number of female Veterans)
- Severely Mentally Ill
- Chronic Substance Abuse
- Persons with HIV/AIDS
- Victims of Domestic Violence (optional)

Only adults should be included in the counts for this chart, except for total number of persons in chronically homeless families. 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	Methodology	Notes
Chronically Homeless Subpopulations^a			
<i>(Chronically homeless subpopulation data is required for sheltered persons and for unsheltered persons)</i>		Sheltered	Unsheltered
		Total	
	Emergency Shelters	Safe Haven	
Chronically Homeless Individuals ^b	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Chronically Homeless Families (Total Number of Families) ^c	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Chronically Homeless Families (Total Persons in Household)	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Other Homeless Subpopulations^{d, e}			
<i>(Other homeless subpopulation data is required for sheltered persons and for unsheltered persons)</i>		Sheltered	Unsheltered
		Total	
	Persons in emergency shelters, transitional housing and safe havens		
Total Number of Veterans (including female Veterans)	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Number of Female Veterans (subset of all Veterans)	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Severely Mentally Ill	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Chronic Substance Abuse	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Persons with HIV/AIDS	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Victims of Domestic Violence (optional)	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

4.7 Completing the Methodology Tab

The Point-in-Time (PIT) Methodology Module is organized into 5 sub-tabs. Tab 1 and Tab 2 focuses on identifying the methodology your CoC used to conduct a count of sheltered homeless persons. Tab 3 and Tab 4 focuses on identifying the methodology your CoC used to conduct a count of unsheltered homeless persons. Tab 5 asks you to compare your 2013 count against the previous applicable count.

Section	Description
Tab 1: Sheltered Population	Data on the numbers and characteristics of persons sleeping in emergency shelters, transitional housing and safe havens.
Tab 2: Sheltered Subpopulation	Data on the number and characteristics of specific sheltered subpopulations, including: chronically homeless, severely mentally ill, chronic substance abuse, Veterans, female Veterans, and persons with HIV/AIDs. Data on victims of domestic violence is optional.
Tab 3: Unsheltered Population	Data on the numbers and characteristics of people sleeping on the streets, including places not meant for human habitation.
Tab 4: Unsheltered Subpopulation	Data on the number and characteristics of specific unsheltered subpopulations, including: chronically homeless, severely mentally ill, chronic substance abuse, Veterans, female Veterans, and persons with HIV/AIDs. Data on victims of domestic violence is optional.
Tab 5: Annual Comparison of Data	Identification of increase, decrease, or no change in sheltered and unsheltered count along with explanation of factors impacting results.

4.7.a Tab 1 and Tab 2: Sheltered Populations and Subpopulations

Accuracy of the data reported in the sheltered point-in-time count is vital. Data produced from these counts must be based on reliable methods and not on "guesstimates." CoCs may use one or more data source to gather information and conduct counts of sheltered homeless persons.

Homeless Populations

Homeless Subpopulations

Methodology

Notes

Methodology

Sheltered Population

Sheltered Subpopulation

Unsheltered Population

Unsheltered Subpopulation

Annual Comparison

Sheltered Population - [View Instructions](#)

1. What data source(s) was used to produce PIT counts of the sheltered population? (Check all that apply)

☐ Observation (e.g., manual counts of people in each required reporting category)

☐ HMIS

Question 1 (Sheltered Populations) and 7 (Sheltered Subpopulations)

Identify what data source(s) were used to gather information and conduct counts of sheltered persons during the point-in-time count.

- **Observation:** Enumerators conducted manual counts of people by observing the number of participants in sheltered locations for each required reporting category.
- **HMIS:** The CoC used HMIS to gather information on sheltered homeless persons.
- **Interviews with sheltered homeless people:** The CoC conducted interviews with homeless persons staying in an emergency shelter, transitional housing, or safe haven programs on the night designated for the point-in-time count.
- **Interviews with provider staff:** The CoC conducted interviews with shelter/housing providers to gather information for each required reporting category on the sheltered persons residing in their programs.
- **Distribution/collection of PIT forms to sheltered homeless people:** The CoC asked sheltered homeless persons to complete standardized survey forms to gather information for each required reporting category.
- **Distribution/collection of PIT forms to provider staff:** The CoC asked shelter/housing providers to complete standardized forms to gather information for each required reporting category on the sheltered persons residing in their programs.
- **Case manager records:** Providers used individual client records (e.g., case management files) to provide the CoC with data for each person living in a sheltered program on the night designated for the point-in-time count.
- **Other:** Please specify.

Question 2 (Sheltered Populations) and 8 (Sheltered Subpopulations)

Identify whether or not you collected the required information from all shelter/housing programs or whether a subset of providers was used to collect information.

Question 2a (Sheltered Populations) and 8a (Sheltered Subpopulations)

If a subset of providers was used, identify the process used to select the provider subset.

Definitions as follows:

- **Providers were selected randomly.** A statistical effort was used to select participating providers randomly, e.g., through a simple random sample, a stratified sample, or a cluster sample.
- **Providers were not selected randomly, but an effort was made to select a sample of providers that “represented” all emergency shelters, safe havens, and transitional housing providers in the CoC.** A statistical approach was *not* used to select the sample, but rather local information was used about the types of providers in the CoC to handpick a group of providers that appear to “represent” the larger network of providers.
- **Providers were not selected randomly, and the selection was driven by practicality or expediency (e.g., providers that were willing to participate).** A statistical approach was *not* used to select the sample, but rather the selection of providers was determined by practical considerations, e.g., providers that were willing to participate in the count or had data readily available on the night of the count.
- **Other.** Please specify.

Question 2b (Sheltered Populations) and 8b (Sheltered Subpopulations)

If a subset of providers was used, identify whether or not the CoC used extrapolation or other statistical adjustments to account for all providers in the CoC.

Question 3 (Sheltered Populations) and 9 (Sheltered Subpopulations)

Whether data was collected from all CoC providers or a subset of providers, identify whether the required information was collected from all sheltered persons or from a subset of sheltered persons from those programs.

Question 3a (Sheltered Populations) and 9a (Sheltered Subpopulations)

If a subset of people was used, identify the process used to select those people. Definitions as follows:

- **People were selected randomly.** A statistical effort was used to select people randomly, e.g., through a simple random sample, a stratified sample, or a cluster sample.
- **People were not selected randomly, but an effort was made to select a sample of people that “represented” all sheltered clients.** A statistical approach was *not* used to select the sample, but rather local information was used about the types of people served in the CoC to handpick a group of people that appear to “represent” the broader homeless population.
- **People were not selected randomly, and the selection was driven by practicality or expediency (e.g., whoever was available on the night of the PIT count).** A statistical approach was *not* used to select the sample, but rather the selection of people was determined by practical considerations, e.g., people that were willing to participate in the count or were easily reachable on the night of the count.
- **Other** – Please specify.

Question 3b (Sheltered Populations) and 9b (Sheltered Subpopulations)

If a subset of people was used, identify whether or not the CoC used extrapolation or other statistical adjustments to account for all homeless persons.

Question 4 (Sheltered Populations) and 10 (Sheltered Subpopulations)

Identify the method(s) used to de-duplicate the count of sheltered populations. Definitions as follows:

- **Comparisons of Personally Identifying Information (PII).** The CoC compared a combination of personally identifying information such as name, date of birth, age and Social Security Number to de-duplicate its records.
- **Comparison of Unique Client Identifiers (not PII).** The CoC used unique identifiers assigned to sheltered homeless persons to de-duplicate its records.
- **Blitz Count of persons in shelter.** The CoC used a “blitz approach” among participating providers in which all participating providers were targeted for the count in a relatively short timeframe (e.g., a few hours on the night of the count). The blitz count assumes that a homeless person can be in one place at one time, and thus the approach minimizes the possibility of duplicate records by conducting the count quickly.
- **Interview/survey question(s) with screening questions.** The CoC asked specific survey question(s) of each participant (e.g., have you already completed a count survey) to de-duplicate its records.
- **No specific approach was used.** The CoC did not attempt to systematically de-duplicate its records.
- **Other.** Please specify.

Question 5 (Sheltered Populations) and 11 (Sheltered Subpopulations)

Identify the methods the CoC used to work with providers in the community to obtain quality data and counts of the sheltered population. Select all methods that apply.

- **Reviewed** HUD guidance and/or trainings on conducting a PIT count
- **Written** instructions to providers
- **Written** instructions to interviewers
- **Trained** providers on the data collection requirements/forms
- **Trained** interviewers on the data collection requirements/forms
- **Pilot tested** the data collection forms and process prior to the PIT count
- **Reminded/followed-up** with providers about the count to maximize participation
- **Used** survey or statistical experts to support the count
- **Compared** the counts to other internal data sources and resolved inconsistencies
- **Compared** the counts to last year's counts and explained the changes
- **Other** – Please specify

Question 6

Indicate whether or not the approach that your CoC used to collecting PIT counts of sheltered populations and sheltered subpopulations was different. If you used different methods and procedures answer *Yes* and respond to all the questions in Section 2. If you used the same methods and procedures answer *No* and skip to Section 3.

4.7.b Tab 3 and Tab 4: Unsheltered Populations and Subpopulations

The unsheltered point-in-time count assists communities and HUD in understanding the characteristics and number of people sleeping in places not meant for human habitation, including the streets, encampments, vehicles, and abandoned buildings. CoCs are required to conduct an unsheltered point-in-time count every two years (biennially) during the last 10 days in January; however, CoCs are strongly encouraged to conduct the unsheltered point-in-time count annually, at the same time that it conducts the annual sheltered point-in-time count. Data produced from these counts must be based on reliable methods and not on "guesstimates." CoCs may use one or more data source to gather information and conduct counts of unsheltered homeless persons.

Homeless Populations Homeless Subpopulations **Methodology** Notes

Methodology

Sheltered Population Sheltered Subpopulation **Unsheltered Population** Unsheltered Subpopulation Annual Comparison

Unsheltered Population - [View Instructions](#)

12. What method was used to count the unsheltered population during the PIT count? (Check all that apply)

☐ Public places count

☐ Public places count with interviews on the night of the PIT count

☐ Public places count with interviews of unsheltered homeless people at a later date

☐ Service-based count

☐ HMIS

☐ Other (Please Specify):

Question 12 (Unsheltered Populations) and 19 (Unsheltered Subpopulations)

Indicate what method(s) were used to gather information and conduct counts of unsheltered persons during the point-in-time count.

- **Public places count:** The CoC conducted a point-in-time count based on observation of unsheltered homeless persons, but without interviews.
- **Public places count with interviews on the night of the count:** The CoC conducted a point-in-time count and either interviewed all unsheltered homeless persons encountered during the public places count or a sample of these people.
- **Public places count with interviews at a later date:** The CoC conducted a point-in-time count during the last 10 days of January and then conducted interviews with unsheltered homeless persons at a later time.
- **Service-based count:** The CoC interviewed people using non-shelter services, such as soup kitchens and drop-in centers, screened for homelessness, and counted those that self-identified as unsheltered homeless persons. In order to obtain an unduplicated count, every person interviewed in a service-based count must be asked where they were sleeping on the night of the most recent point-in-time count.
- **HMIS:** The CoC used HMIS in some way to collect, analyze, or report data on unsheltered homeless persons. For example, the CoC entered respondent information into HMIS in an effort to check personal identifying information to de-duplicate and ensure persons were not counted twice.
- **Other:** Please specify.

Question 13 (Unsheltered Populations) and 20 (Unsheltered Subpopulations)

Identify whether or not you canvassed the CoC's entire geography to collect the required information about unsheltered persons or whether you canvassed a subset of the CoC's geography.

Question 13a (Unsheltered Populations) and 20a (Unsheltered Subpopulations)

If a subset of areas was used, identify the process used to select the areas.

- **Areas were selected randomly.**
- **Areas were not selected randomly, but an effort was made to select a sample of areas that "represented" the larger community.**
- **Areas were not selected randomly, but an effort was made to use local knowledge to target known locations (e.g., areas with known concentrations of unsheltered homeless people).**
- **Other** – Please specify.

Question 13b (Unsheltered Populations) and 20b (Unsheltered Subpopulations)

Identify whether or not the CoC used extrapolation or other statistical adjustments to account for the CoC's entire geography.

Question 14 (Unsheltered Populations) and 21 (Unsheltered Subpopulations)

Whether you canvassed the entire geography or a subset of the geography, identify whether the required information was collected from all unsheltered persons or from a subset of unsheltered persons within that geography.

Question 14a (Unsheltered Populations) and 21a (Unsheltered Subpopulations)

If a sample of people was used, identify the process used to select those people.

- **People were selected randomly.** A statistical effort was used to select people randomly, e.g., through a simple random sample, a stratified sample, or a cluster sample.
- **People were not selected randomly, but an effort was made to select a sample of people that “represented” all unsheltered clients.** A statistical approach was *not* used to select the sample, but rather local information was used about the types of people served in the CoC to handpick a group of people that appear to “represent” the broader homeless population.
- **People were not selected randomly, and the selection was driven by practicality or expediency (e.g., whoever was available on the night of the PIT count).** A statistical approach was *not* used to select the sample, but rather the selection of people was determined by practical considerations, e.g., people that were willing to participate in the count or were easily reachable on the night of the count.
- **Other** – Please specify.

Question 14b (Unsheltered Populations) and 21b (Unsheltered Subpopulations)

Identify whether or not the CoC used extrapolation or other statistical adjustments to account for all homeless persons.

Question 15 (Unsheltered Populations) and 22 (Unsheltered Subpopulations)

Identify the method(s) used to **de-duplicate the count of unsheltered populations**. Definitions as follows:

- **Comparisons of Personally Identifying Information (PII).** The CoC compared a combination of personally identifying information such as name, date of birth, age and Social Security Number to de-duplicate its records.
- **Comparison of Unique Client Identifiers (not PII).** The CoC used unique identifiers assigned to unsheltered homeless persons to de-duplicate its records.
- **Blitz count of persons in unsheltered locations.** The CoC used a “blitz approach” among participating providers in which all participating providers were targeted for the count in a relatively short timeframe (e.g., a few hours on the night of the count). The blitz count assumes that a homeless person can be in one place at one time, and thus the approach minimizes the possibility of duplicate records by conducting the count quickly.
- **Interview/survey question(s) with screening questions.** The CoC asked specific survey question(s) of each participant (e.g., have you already completed a count survey) to de-duplicate its records.
- **No specific approach was used.** The CoC did not attempt to systematically de-duplicate its records.
- **Other.** Please specify.

Question 16 (Unsheltered Populations) and 23 (Unsheltered Subpopulations)

Identify the method(s) used to **unduplicate counts between the sheltered and unsheltered populations**. Definitions as follows:

- **Comparisons of Personally Identifying Information (PII).** The CoC compared a combination of personally identifying information such as name, date of birth, age and Social Security Number to de-duplicate its records.
- **Comparison of Unique Client Identifiers (not PII).** The CoC used unique identifiers assigned to homeless persons to de-duplicate its records.
- **Blitz count of persons in sheltered and unsheltered locations.** The CoC used a “blitz approach” among participating providers in which all participating providers were

targeted for the count in a relatively short timeframe (e.g., a few hours on the night of the count). The blitz count assumes that a homeless person can be in one place at one time, and thus the approach minimizes the possibility of duplicate records by conducting the count quickly.

- **Interview/survey questions with screening questions.** The CoC asked specific survey question(s) of each participant.
- **No specific approach was used.** The CoC did not attempt to systematically de-duplicate its records.
- **Other.** Please specify.

Question 17 (Unsheltered Populations) and 24 (Unsheltered Subpopulations)

Identify the methods the CoC used to work with providers in the community to obtain quality data and counts of the unsheltered population. Select all methods that apply.

- **Reviewed** HUD guidance and/or trainings on conducting unsheltered counts
- **Written** instructions to canvassers
- **Trained** canvassers on the data collection requirements/forms/process
- **Developed** maps and/or used Geographic Information System (GIS) tools to support the count
- **Pilot tested** the data collection process prior to the PIT count
- **Reminded/followed-up** with canvassers about the count to maximize participation
- **Used** survey or statistical experts to support the count
- **Included** formerly homeless people to support the count
- **Compared** the counts to other internal data sources and resolved inconsistencies
- **Compared** the counts to last year's counts and explained the changes
- **Other** – Please specify

Question 18

Indicate whether or not the approach that your CoC used to collecting PIT counts of unsheltered populations and subpopulations was different. If you used different methods and procedures answer *Yes* and respond to all the questions in Section 4. If you used the same methods and procedures answer *No* and skip down to Section 5.

4.7.c Tab 5: Annual Comparison of PIT Data

Homeless Populations	Homeless Subpopulations	Methodology	Notes
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Methodology

Sheltered Population	Sheltered Subpopulation	Unsheltered Population	Unsheltered Subpopulation	Annual Comparison
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Annual Comparison

25. When compared to last year, please indicate whether the sheltered and unsheltered count increased, decreased, or stayed the same. Describe the specific factors that may have resulted in the increase, decrease, or no change.

25a. Compared to last year, the 2013 sheltered count:

☐ Increased
☒ Decreased
☐ Did not change

Explain:


Question 25a (Sheltered Count Comparison)

Compare the total number of sheltered persons counted in 2012 to the total number of sheltered persons counted in 2013. Indicate whether the 2013 sheltered count increased, decreased or did not change. In the narrative box, please describe the specific factors that may have resulted in the increase, decrease, or no change in the number of sheltered persons counted.

Question 25b (Unsheltered Count Comparison)

Compare the total number of unsheltered persons counted in 2013 to the total number of unsheltered persons counted during your last unsheltered count. Indicate whether the 2013 unsheltered count increased, decreased, or did not change. In the narrative box, please describe the specific factors that may have resulted in the increase, decrease, or no change in the number of unsheltered persons counted.



4.8 PIT Reporting Status Overview

 [Home](#) [Dashboard](#) [HIC](#) [PIT](#) [AHAR](#) [PULSE](#) [Messages](#) [Reports](#) [HDX Admin](#)

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

Reporting Status for AA-104 - Test CoC 4

Date of Count: 01/23/2013 ▼

Current Status	In Progress	Submit Data
Reports	• Point-in-Time Summary  	
Last Update On	1/25/2013	
Last Update By	Tracy D'Alanno	
Submitted On	-	
Submitted By	-	
Validation Errors +	0 Validation Errors	
Validation Warnings +	0 Validation Warnings	
Messages +	No Messages	


On the [PIT Reporting Status](#) tab, you can:

- Submit your 2013 PIT data (**Note: HIC data must be submitted separately from the HIC Reporting Status page**);
- Access PIT summary report in PDF or Excel Format;
- See when and by whom your PIT was last updated;
- See when and by whom your PIT was submitted for each year;
- Review validation errors that must be fixed in order to submit data;
- Review validation warnings; and
- Access messages related to your PIT.

4.9 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 Homeless Populations and Subpopulations tabs.

Total Households and Persons	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven ^b		
Total Households	117	124	27	121	389
Total Persons	226	271	32		
Number of Children (under age 18)	70	114			
Number of Persons (18 to 24)	94	67	12		
Number of Persons (over age 24)	62	90	20		





Validation Warning
 Total number of sheltered persons counted on the HIC minus persons counted in PSH and RRH (100) should equal total number of sheltered persons counted on the PIT (ES + TH+ Safe Haven) (529)

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).

Home	Dashboard	HIC	PIT	AHAR	PULSE	Messages	Reports	HDX Admin
Point-in-Time (PIT)	PIT Counts	Reporting Status						

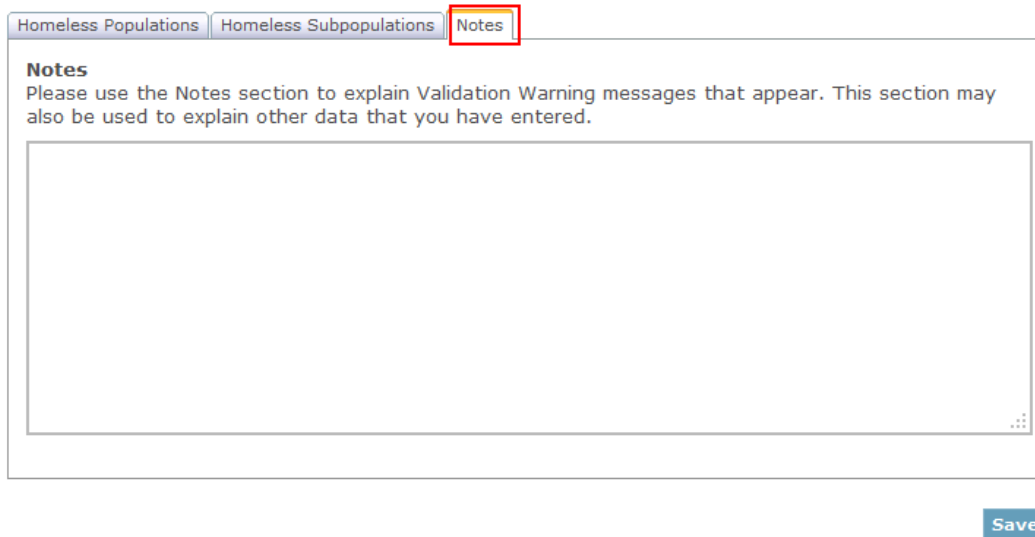
Reporting Status for AA-101 - Test CoC 1

Date of Count: 01/24/2013

Current Status	In Progress - Please fix errors to submit Submit Data
Reports	<ul style="list-style-type: none"> Point-in-Time Summary  
Last Update On	1/25/2013
Last Update By	Tracy D'Alanno
Submitted On	12/7/2012 
Submitted By	Stefan Baumgartner
Validation Errors -	2 Validation Errors - Please fix in order to submit data Print Error Please check at least one box in the Methodology/Sheltered section Fix This Please fill out all of the required fields in both the Populations and Subpopulation tabs Fix This
Validation Warnings -	2 Validation Warnings Print Warning Warning: Number of unsheltered veterans as percentage of total veterans (8.93%) is low. Please correct or explain in notes. Fix This

4.10 Entering Explanations/Additional Information on the Data

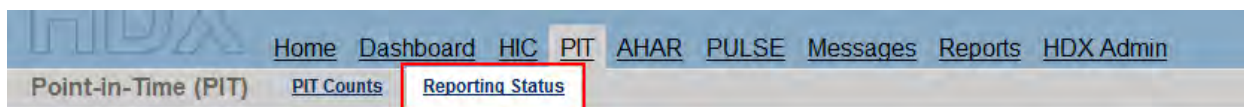
On the fourth tab in the PIT module, Notes, CoCs should enter any information that they think might be relevant to help HUD staff better understand the submitted data. This space should also be used to explain any validation warnings that remain at the time that data are submitted.



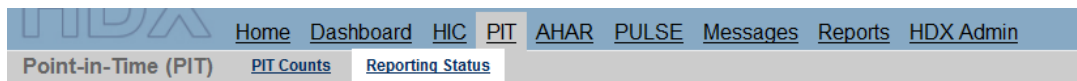
The screenshot shows the 'Notes' tab selected in the 'Homeless Populations' section. The 'Notes' tab is highlighted with a red box. Below the tab, there is a text area for entering notes. The text area contains the following text: 'Please use the Notes section to explain Validation Warning messages that appear. This section may also be used to explain other data that you have entered.' A 'Save' button is located at the bottom right of the form.

4.11 Submitting the PIT Count Data to HUD

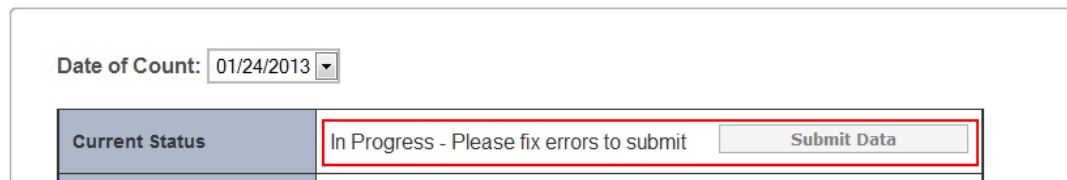
PIT count data **MUST** be submitted to HUD by **Tuesday, April 30, 2012**. To submit PIT data, click on the Reporting Status tab on the gray toolbar within the PIT Module.



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.



Reporting Status for AA-101 - Test CoC 1



The screenshot shows the 'Reporting Status' for AA-101 - Test CoC 1. The 'Date of Count' is set to 01/24/2013. The 'Current Status' is 'In Progress - Please fix errors to submit'. The 'Submit Data' button is highlighted with a red box.

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.

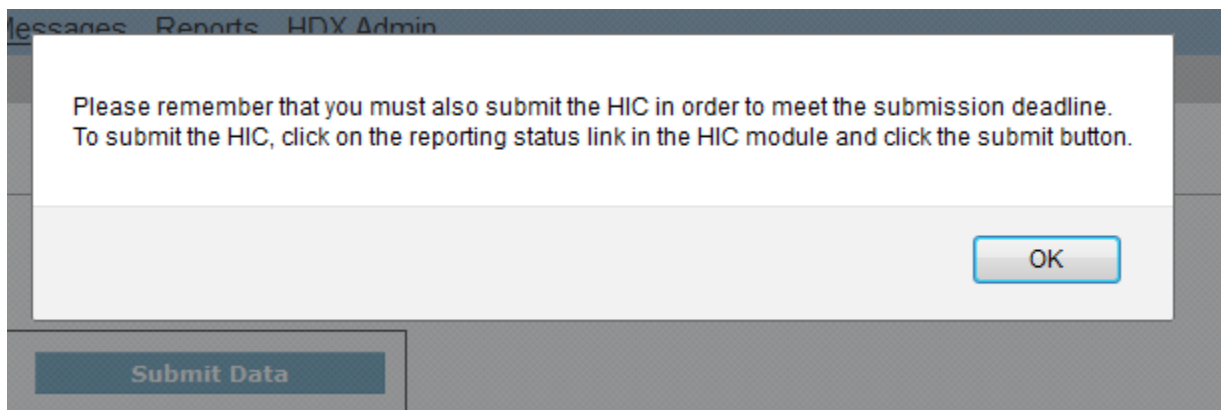
Reporting Status for AA-104 - Test CoC 4

Date of Count:

Current Status	In Progress	Submit Data
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Submitting the HIC and the PIT data in HDX is a **2 PART SUBMISSION** process! CoCs must submit both the data entered into the PIT module and the data entered into the HIC module in the HDX by the submission deadline in order for your submission to be considered complete.

A reminder message will appear when you submit your PIT data if the HIC data has not yet been submitted.



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.