

**March
2014**
Version 1.0

2014 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 2014 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 CPD-13-011 [Notice for Housing Inventory Count \(HIC\) and Point-in-Time Data Collection for Continuum of Care \(CoC\) Program and the Emergency Solutions Grant \(ESG\) Program](#).

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 **Tuesday April 1, 2014** and must submit final data by **Wednesday April 30, 2014, by 12:00 am (Midnight) Eastern Standard Time**. 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 2014 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 CPD-13-011 [Notice for Housing Inventory Count \(HIC\) and Point-in-Time Data Collection for Continuum of Care \(CoC\) Program and the Emergency Solutions Grant \(ESG\) Program 2014](#), please visit the [Ask a Question](#) page on [HUD's OneCPD Resource Exchange](#). 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:

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

Homelessness Data Exchange
HDX

Home Login Create an Account

Create an Account

(* required)

* Your Email:
(Will also serve as your username.)

* Confirm Email:

* First Name:

* Last Name:

* Name of Organization:

* User Type:

Your CoC:

Address:

City:

* State:

Zip:

* Phone: ext:

Phone 2 (mobile, etc.): ext:

Fax:

Password must be at least 5 characters long and include one number

* Password:

* Confirm Password:

Security Question: What is your mother's maiden name?

* Security Answer:

steeeden much

Type the two words:

reCAPTCHA

AHAR PULSE Messages Reports **HDX Admin**

HDX Admin

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

Add User Save

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.

AHAR PULSE Messages Reports HDX Admin

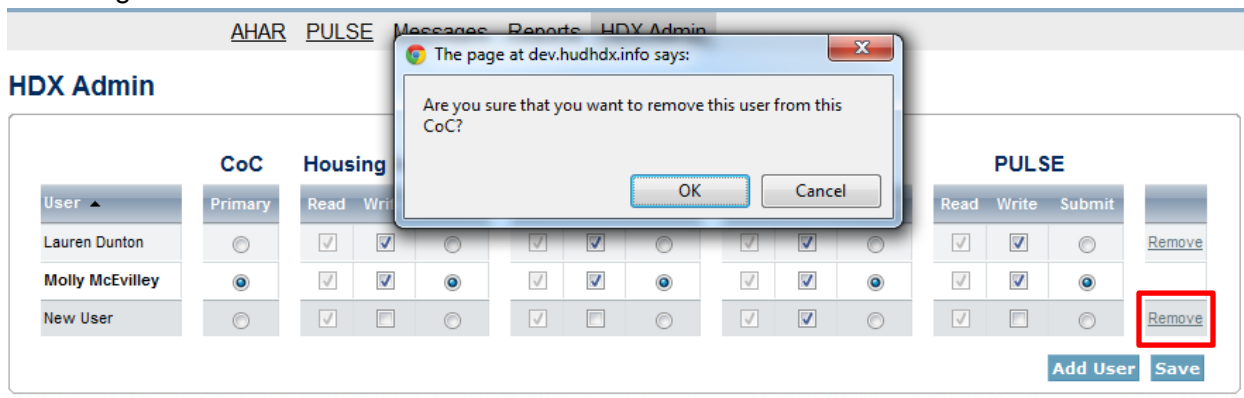
HDX Admin

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

Add User Save

2.5 Updating the List of Users

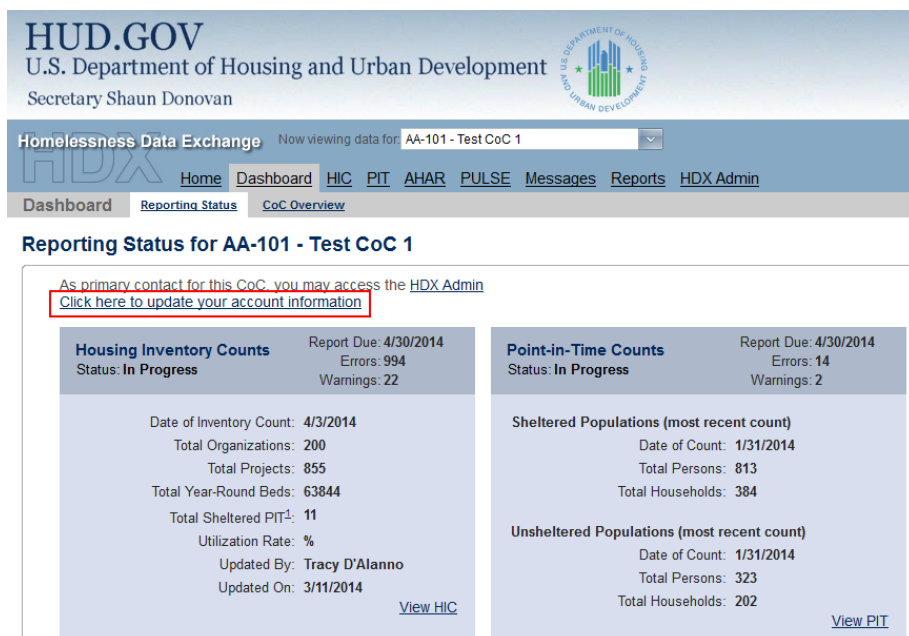
The primary contact for each CoC should verify that the list of authorized users for the CoC is accurate and up-to-date. If any of the users listed on the HDX Admin page no longer need access to the HDX, the CoC primary contact may remove users by clicking on the remove link in the far right column.



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.



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.

Change Password

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

Old Password:
New Password:
Confirm Password:

3. HOUSING INVENTORY COUNT SUBMISSION GUIDANCE

3.1 Important Changes to HIC Reporting Requirements

The following three reporting requirements have been added to better align program components with the CoC Program interim rule.

1. Rapid Re-Housing Demonstration Projects has been added in HDX as a specific project type. CoCs that have one of the 23 Rapid Re-housing Demonstration (RRHD) projects, funded in the FY2008 CoC Competition, will need to identify the Project Type as DEM.

Project Characteristics for 2014

Project Type
DEM: Rapid Re-housing Demonstration Projects <input type="button" value="v"/>

2. A new project component Permanent Housing (PH) has been added in HDX. Projects previously classified as Permanent Supportive Housing (PSH) or Rapid Re-housing (RRH) will need to be reclassified as Permanent Housing (PH), and then the Project Sub-type identified as Permanent Supportive Housing (PSH), Rapid Re-housing (RRH), or other Permanent Housing (OPH).

Project Characteristics for 2014

Project Type	PH: Permanent Housing
Project Sub-Type	PSH: Permanent Supportive Housing

3. CoCs will need to identify the number of beds within all Project Types that are dedicated to veterans and youth. This can be completed in the Project Inventory section of the Inventory Details page.
- a. For dedicated youth beds, CoCs need to indicate the age group that the beds are dedicated to serve:
- Only children under age 18
 - Persons ages 18 to 24
 - Persons up to age 24

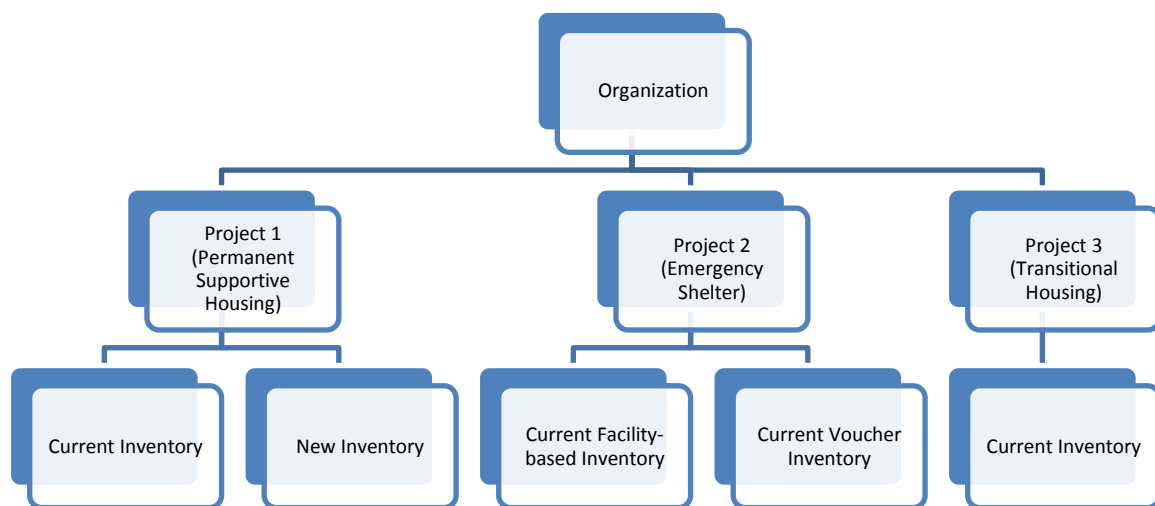
Hide Errors Print Errors		Help Save				
Inventory Type <input checked="" type="radio"/> Current Inventory <input type="radio"/> New Inventory <input type="radio"/> Under Development						
All Year-Round Bed/Units for Households...						
... with Children		... without Children		... with only Children		
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds
			20	20	5	5
Veterans		Youth		<input type="radio"/> Under 18 Only <input checked="" type="radio"/> 18-24 <input type="radio"/> up to 24		
Beds	Beds					
10	5					

3.2 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 3.3 Creating and Submitting 2014 HIC Data](#).

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

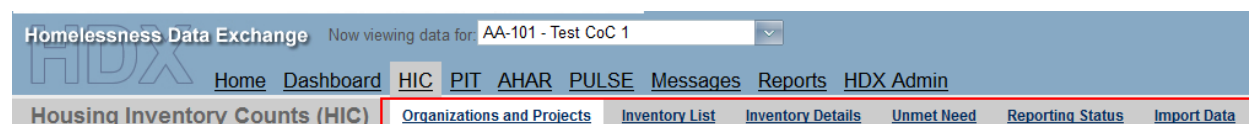
- **Organization records** – Organizations only have one characteristic – the organization name. In order to appear on the HIC, an organization must have at least one provider project, and a single organization may have many projects.
- **Project records** – Projects belong to an organization and have several characteristics, including project name, project type, geocode, and target populations. Just as a project can have only one name, it can have only one project type, one geocode, and so on. A project must have at least one project inventory record, and it may have several project inventory records.
- **Project Inventory records** – Project Inventory records belong to a project and include a number of data points about project 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 project inventory record.



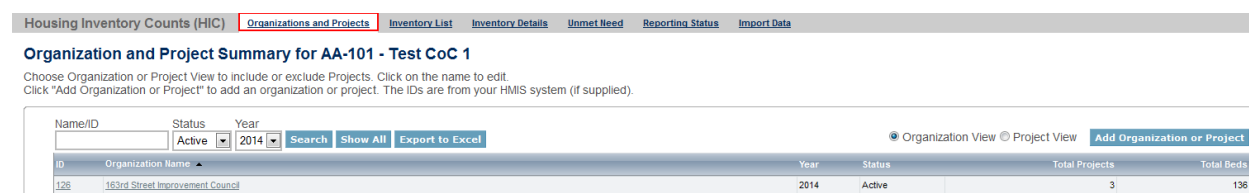
A project will have more than one inventory record if it has more than one Inventory Type or, for Emergency Shelters, more than one Bed Type. In the chart above, Project 1 (Permanent Supportive Housing) has both current and new inventory, while Project 2 (Emergency Shelter) has current inventory consisting of both facility-based and voucher beds. Project 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, project, and project 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.



3.2.a Organizations & Projects Overview



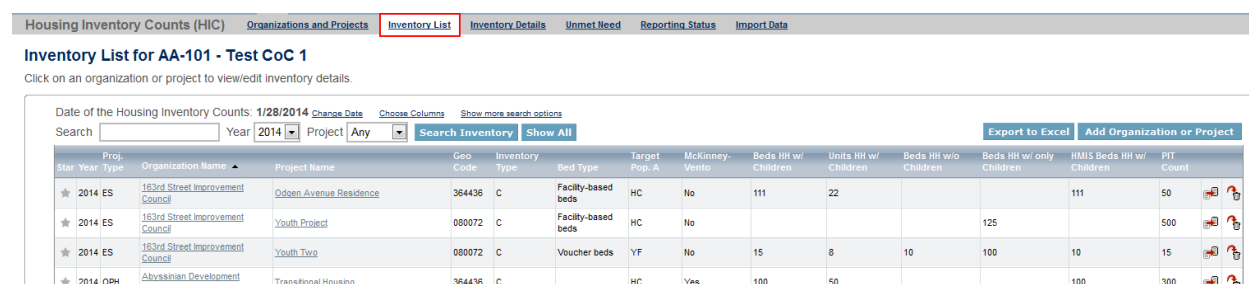
On the Organizations & Projects tab, you can:

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

From this tab, you can also:

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

3.2.b Inventory List Overview



On the Inventory List tab, you can:

- Enter the date of your 2014 HIC;

- Review a complete list of your CoC's housing inventory for 2014 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 project type;
- Export your housing inventory data to Excel;
- Duplicate a record of an existing project to create a new project record; and
- Delete a project record.

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

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

If you click on the *Export to Excel* button on this tab, it will allow you to export your housing inventory into an Excel file.

3.2.c Inventory Details Overview

The screenshot displays the 'Inventory Details' tab in the Housing Inventory Counts (HIC) system. The top navigation bar includes links for Home, Dashboard, HIC, PIT, AHAR, PULSE, Messages, Reports, and HDX Admin. Below this, a sub-navigation bar highlights 'Inventory Details' among other options like 'Organizations and Projects', 'Inventory List', 'Unmet Need', 'Reporting Status', and 'Import Data'.

The main section is titled 'Project Inventory Details'. It includes a dropdown for 'Organization' (Addicts Rehabilitation Center) and a dropdown for 'Project' (James Bryant Homes (2027 Madison Ave.)). A 'Project Characteristics for 2014' section contains fields for Project Type (PH: Permanent Housing), Project Sub-Type (PSH: Permanent Supportive Housing), Geo Code (364436 (NEW YORK CITY)), Target Population A (SMF+HC: Single males and females plus households with...), Target Population B (---Select---), and a checkbox for 'HUD McKinney-Vento funded?' (Yes/No).

The 'Project Inventory' table shows a single row for 2014 with 72 total beds. Below the table, a detailed view for 'Row # 117625 - Addicts Rehabilitation Center - James Bryant Homes (2027 Madison Ave.) - 2014' is shown. This view includes a 'Help' and 'Save' button, an 'Inventory Type' section (Current Inventory selected), and a breakdown of 'All Year-Round Bed/Units for Households...'. The breakdown includes categories for '... with Children' and '... without Children', further divided into 'Beds' and 'Units'. Specific counts are shown: 40 beds with children, 20 units with children, 32 beds without children, 32 units without children, 10 veteran beds, 0 youth beds, and 21 chronic beds. A 'Notes' section is also present.


At the bottom, a 'Point-in-Time Homeless Count on 1/28/2014' is displayed as 70, with a 'Change Date' link.

On the Inventory Details tab, you can:

- Review, add, and edit 2014 data for individual projects, including:
 - Provider Project Characteristics;

- Provider Project Inventory data on beds, units, and youth age categories; and
- Point-in-time counts.
- Review inventory details data from previous years.

3.2.d Unmet Need Overview


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

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

Unmet Need for AA-101 - Test CoC 1

Year: 2014
Date of the Housing Inventory Counts: 4/3/2014 [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 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 2014; and
- Review unmet need data from previous years.

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

3.2.e Reporting Status Overview

Reporting Status for AA-101 - Test CoC 1

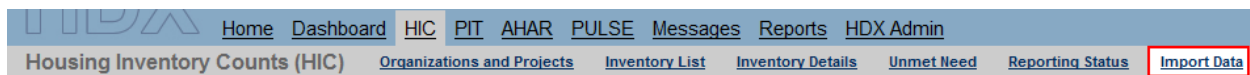
Year: 2014 ▼

Current Status	In Progress - Please fix errors to submit	Submit Data
Date of the Housing Inventory Counts	4/3/2014 Change	
Reports +	13	
Last Update On	3/11/2014	
Last Update By	Tracy D'Alanno	
Submitted On	-	
Submitted By	-	
Validation Errors +	993 Validation Errors - Please fix in order to submit data	Print
Validation Warnings +	23 Validation Warnings	Print
Messages +	No Messages	

On the Reporting Status tab, you can:

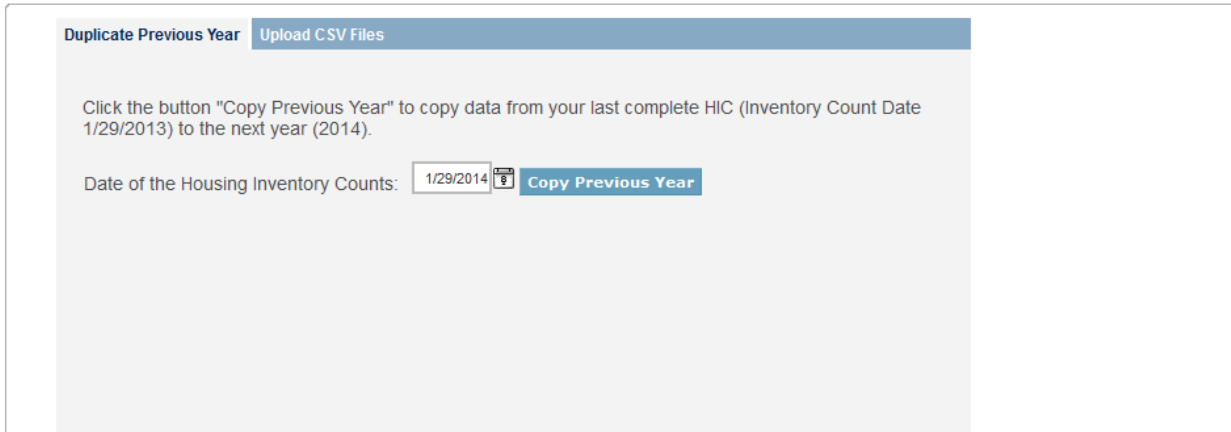
- Submit your 2014 HIC data (**Note: PIT data must be submitted separately from the PIT Reporting Status page**);
- Review and change the date of you conducted your 2014 HIC;
- Access 13 different HIC reports;
- See when and by whom your HIC was last updated;
- See when and by whom your HIC was submitted 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.

3.2.f Import Data Overview

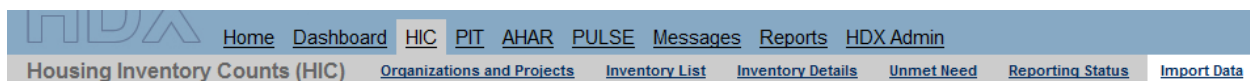


The screenshot shows the top navigation bar of the HDX Admin interface. The 'Import Data' tab is highlighted with a red box. The navigation bar includes links for Home, Dashboard, HIC, PIT, AHAR, PULSE, Messages, Reports, and HDX Admin. Below the navigation bar, the 'Housing Inventory Counts (HIC)' section is active, with sub-links for Organizations and Projects, Inventory List, Inventory Details, Unmet Need, Reporting Status, and Import Data.

Import Data to AA-103 - Test CoC 3

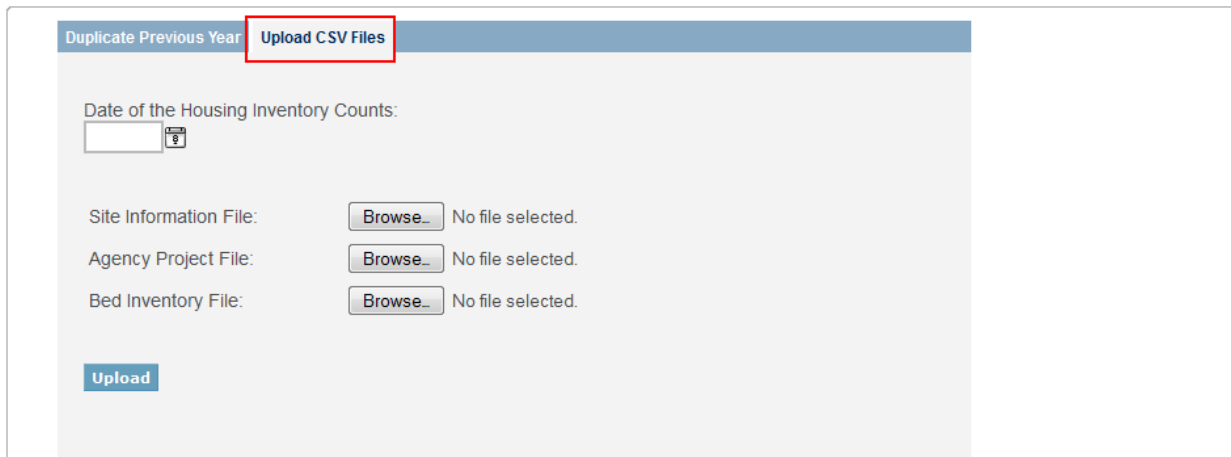


The screenshot shows the 'Duplicate Previous Year' tab selected. The 'Upload CSV Files' tab is also visible. The main content area contains instructions: 'Click the button "Copy Previous Year" to copy data from your last complete HIC (Inventory Count Date 1/29/2013) to the next year (2014)'. Below this, there is a date picker set to 1/29/2014 and a 'Copy Previous Year' button.



This is a second instance of the HDX Admin navigation bar, identical to the one above, with the 'Import Data' tab highlighted.

Import Data to AA-103 - Test CoC 3



The screenshot shows the 'Upload CSV Files' tab selected. The 'Duplicate Previous Year' tab is also visible. The main content area contains a date picker for 'Date of the Housing Inventory Counts:' set to 1/29/2014. Below this, there are three file upload sections: 'Site Information File:', 'Agency Project File:', and 'Bed Inventory File:'. Each section has a 'Browse...' button and the text 'No file selected.' At the bottom, there is an 'Upload' button.

From the Import Data tab, you can:

- Duplicate the previous year's HIC data to populate the 2014 HIC; and
- Import comma separated value (CSV) files generated by your HMIS to populate some of the fields for your 2014 HIC.

3.3 Creating and Submitting 2014 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 project data;
3. Entering and reviewing or updating project inventory data;
4. Entering and reviewing PIT count data for each project inventory record; and
5. Submitting HIC data to HUD.

3.3.a Creating 2014 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:

Copy data from link on the Dashboard – Click on the [Copy data from 2013](#) 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: 4/30/2014	Point-in-Time Counts	Report Due: 4/30/2014
Status: No 2014 Data	Errors: - Warnings: -	Status: In Progress	Errors: 4 Warnings: 4
<p>Date of Inventory Count: -</p> <p>Total Organizations: 0</p> <p>Total Projects: 0</p> <p>Total Year-Round Beds: -</p> <p>Total Sheltered PIT¹: -</p> <p>Utilization Rate: -</p> <p>Updated By: -</p> <p>Updated On: -</p> <p>Copy data from 2013</p> <p>View HIC</p>		<p>Sheltered Populations (most recent count)</p> <p>Date of Count: 1/29/2014</p> <p>Total Persons: 400</p> <p>Total Households: 200</p> <p>Unsheltered Populations (most recent count)</p> <p>Date of Count: 1/29/2014</p> <p>Total Persons: 0</p> <p>Total Households: 0</p> <p>View PIT</p>	

Copy data from Import Data tab – Navigate to the [Import Data](#) tab within the HIC module. Enter the date of your 2014 HIC, and click the [Copy Previous Year](#) button.

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

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

Import Data to AA-103 - Test CoC 3

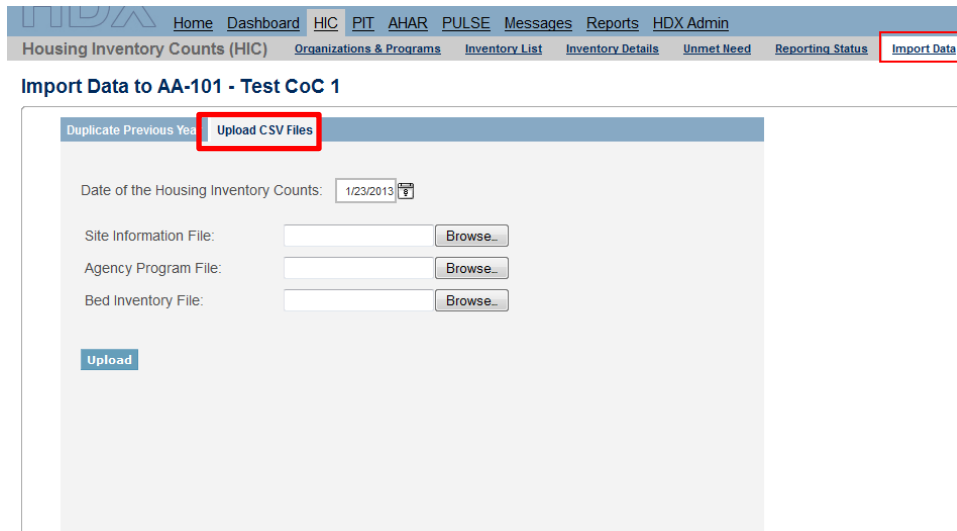
[Duplicate Previous Year](#) [Upload CSV Files](#)

Click the button "Copy Previous Year" to copy data from your last complete HIC (Inventory Count Date 1/29/2013) to the next year (2014).

Date of the Housing Inventory Counts: 1/29/2014 [Copy Previous Year](#)

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 HMIS CSV Format Documentation defines 11 different files, including three that include data that identify and define projects. 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 project in the CoC, including the organization name, the program name, the project type, and target populations.
- **BedInventory.csv** – includes data related to the bed inventory for each project 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 project identified in AgencyProgram.csv.
- **SiteInformation.csv** – includes data that describe the facilities in which provider projects offer housing, including physical address, geocode, and housing type; there may be multiple records for a single project 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 2014 HIC. CoCs must carefully review each record and update as necessary to ensure that the data is correct and complete for this year's count. In addition to verifying bed and unit information and entering 2014 PIT counts for each project, CoCs should

pay close attention to updated HIC requirements that may require updates or additions to copied or imported data. These include:

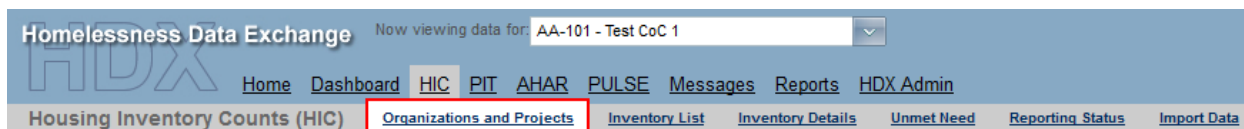
- Identifying project sub-types under the new Permanent Housing project component.
- For all projects, indicating the number of beds that are dedicated to serving veterans and youth; and
- For projects with inventory identified as “under development,” indicating whether or not the inventory is expected to begin operations within the next 12 months.

Note: Please refer to CPD-13-011 [Notice for Housing Inventory Count \(HIC\) and Point-in-Time Data Collection for Continuum of Care \(CoC\) Program and the Emergency Solutions Grant \(ESG\) Program](#) for more information about updated HIC data collection and reporting requirements.

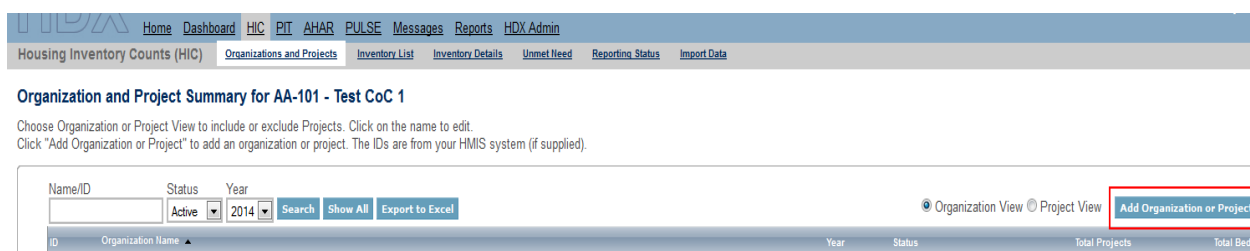
3.4 Organization and Project Information

3.4.a Adding a New Organization and Project to the HIC

To add a new organization and project, click on the [Organizations & Projects](#) link on the secondary gray navigation bar within the HIC module.



Once on the [Organizations & Projects](#) page, click the blue *Add Organization or Project* button. The system will take you to another screen where you can enter organization and project information.

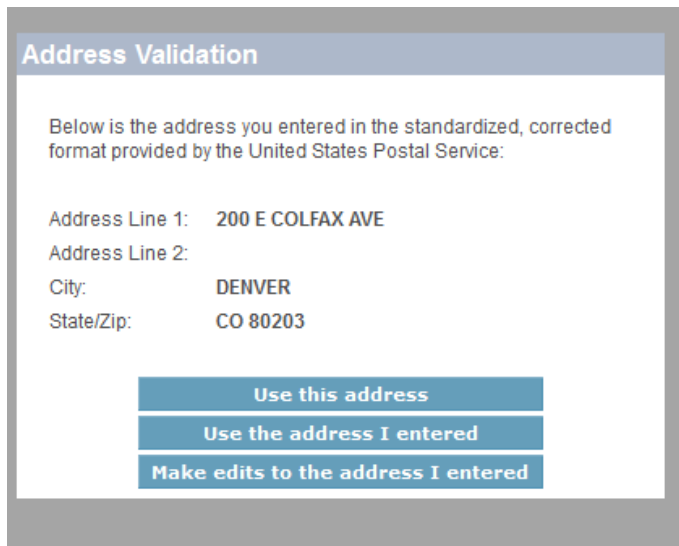


Enter the required information about the new organization and project, including:

- Organization Name
- Project Name
- Status – if the project should appear on this year’s HIC, select ‘Active’
- Project Type
- Geocode
- Target Population A (optional)
- Target Population B
- HUD McKinney-Vento funded?

You may also enter optional project address information, including:

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

A screenshot of an "Address Validation" window. The window has a title bar "Address Validation" in a blue header. Below the header, it says "Below is the address you entered in the standardized, corrected format provided by the United States Postal Service:". The address is displayed as follows: "Address Line 1: 200 E COLFAX AVE", "Address Line 2:", "City: DENVER", and "State/Zip: CO 80203". At the bottom, there are three buttons: "Use this address", "Use the address I entered", and "Make edits to the address I entered".

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

Use this address
Use the address I entered
Make edits to the address I entered

Note that the address is specific to the project, which may be different than the administrative address of the organization. Do NOT enter address information for Domestic Violence projects. 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 CPD-13-011 [Notice for Housing Inventory Count \(HIC\) and Point-in-Time Data Collection for Continuum of Care \(CoC\) Program and the Emergency Solutions Grant \(ESG\) Program](#) posted on the OneCPD site.

Add Organization or Project

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

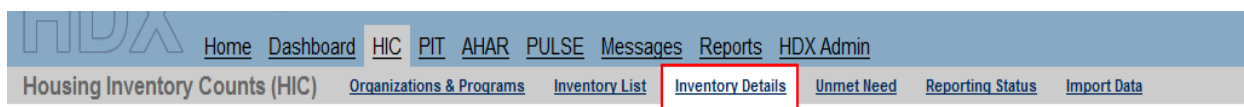
Organization Name	<input type="text" value="Test Organization"/>
Project Name	<input type="text" value="The Bridge Project"/>
Status	<input checked="" type="radio"/> Active <input type="radio"/> Closed
Project Type	<input type="text" value="TH: Transitional Housing"/>
Geo Code	<input type="text" value="080144"/> (BOULDER)
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>You may add a note about the organization and/or project in this box.</div>
Site Address (optional)¹	
Address Line 1	<input type="text" value="724 PLEASANT ST"/>
Address Line 2	<input type="text"/>
City	<input type="text" value="Boulder"/>
State/Zip	<input type="text" value="CO"/> <input type="text" value="80112"/>

Save

Remember to click the Save button in the lower right corner of the page. After you have added a new organization and project from the [Organization & Projects](#) tab, you will need to visit the [Inventory Details](#) tab to enter bed and unit inventory information about the project. This process is described in more detail in [Section 3.5 Project Inventory Details](#).

3.4.b Adding a New Project to an Existing Organization

To add a new project 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 project belongs to.

Project Inventory Details

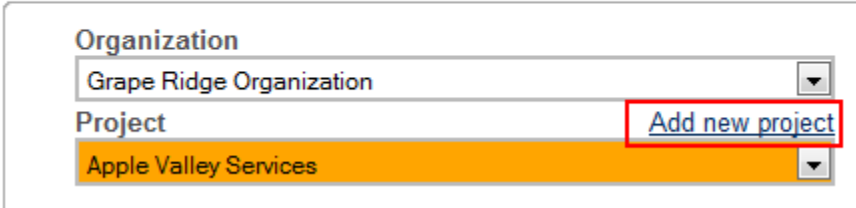


The screenshot shows a web form titled "Organization" with a dropdown menu. The menu is open, displaying a list of organizations: "Grape Ridge Organization", "Apple Valley Services", "Grape Ridge Organization", "Test Organization", "Test Organization 2", "Test Organization 2012", and "Test Organization 2012 / Active". The "Grape Ridge Organization" entry is highlighted in blue. A red rectangular box is drawn around the entire dropdown menu area.

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

Project Inventory Details

Select an Organization, Project, and Year to view Housing Inventory. Click :



The screenshot shows a web form with two dropdown menus. The first dropdown is labeled "Organization" and has "Grape Ridge Organization" selected. The second dropdown is labeled "Project" and has "Apple Valley Services" selected. A red rectangular box is drawn around the "Add new project" link, which is located to the right of the "Project" dropdown menu.

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

- Project Name
- Status – if the project should appear on this year's HIC, select 'Active' indicating that the project is operating and available for occupancy or currently under development.
- Project Type
- Geocode
- Target Population A (optional)
- Target Population B
- HUD McKinney-Vento funded?

Add Organization or Project

Complete the details of this organization and project then click **SAVE**.

Organization Name	<input type="text"/>
Project Name	<input type="text"/>
Status	<input checked="" type="radio"/> Active <input type="radio"/> Closed
Project Type	<input type="text" value="--Select--"/>
Geo Code	<input type="text"/>
Target Population A	<input type="text" value="--Select--"/>
Target Population B	<input type="text" value="--Select--"/>
HUD McKinney-Vento funded?	<input type="radio"/> Yes <input type="radio"/> No
Notes	<div><div></div></div>

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 project.

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

Project Inventory Details

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

<div><div>Organization</div><div>Grape Ridge Organization</div></div> <div><div>Project</div><div>Apple Valley Services</div></div> <div><div>Project Characteristics for 2014</div><div><div>Project Type</div><div>TH: Transitional Housing</div></div><div><div>Geo Code</div><div>080144 (BOULDER)</div></div><div><div>Target Population A</div><div>HC: Households with children</div></div><div><div>Target Population B</div><div>NA: Not Applicable</div></div><div><div>HUD McKinney-Vento funded?</div><div><input checked="" type="radio"/> Yes <input type="radio"/> No</div></div></div>
--

Project Inventory

2014

Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
118127	2014	C		98	

★ Row # 118127 - Grape Ridge Organization - Apple Valley Services - 2014

[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 < 18

Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds

Veterans

Youth

Beds	Beds
0	0

☐ Under 18 Only ☐ 18-24 ☐ up to 24

Notes

Point-in-Time Homeless Count on 2/8/2014:

[Change Date](#)

3.4.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 & Projects tab.

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

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

Housing Inventory Counts (HIC) **Organizations and Projects** Inventory List Inventory Details Unmet Need Reporting Status

Organization and Project Summary for AA-101 - Test CoC 1

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

Name/ID	Status	Year			
	Active	2014	Search	Show All	Export to Excel
ID	Organization Name	ID	Project Name	Project Type	
126	163rd Street Improvement Council	664	Odgen Avenue Residence	OPH	:
402	Abyssinian Development corporation	1566	Transitional Housing	PH	:
473	Acacia Network	1135	Franklin Avenue House	TH	:
473	Acacia Network	1754	NY/NY III Housing Program - Category F	PSH	:
473	Acacia Network	1775	OASAS HomePlus17	PSH	:

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

Edit Organization "Acacia Network"

Update the of name this organization and click SAVE.

Organization Name

Save

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

Organization and Project Summary for AA-101 - Test CoC 1

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

Name/ID

Status

Year

Apple Valley Service

Active

2014

Search

Show All

Export to Excel

ID	Organization Name	ID	Project Name	Project Type	Geo Code	Target Pop. A
473	Apple Valley Services	1135	Franklin Avenue House	TH	364436	SMF
473	Apple Valley Services	1754	NY/NY III Housing Program - Category F	PSH	364436	SMF
473	Apple Valley Services	1775	OASAS HomePlus17	PSH	364436	SMF+HC
473	Apple Valley Services	1776	OASAS HomePlus24	PSH	364436	SMF+HC
473	Apple Valley Services	1844	OASAS S+C	PSH	364436	SMF+HC
473	Apple Valley Services	1864	The Stadium	ES	364436	SMF

3.4.d Editing an Existing Project Record

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

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

Organization and Project Summary for AA-101 - Test CoC 1

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

Name/ID	Status	Year												
Apple Valley Service	Active	2014	Search	Show All	Export to Excel	<input type="radio"/> Organization View <input checked="" type="radio"/> Project View								
ID	Organization Name	ID	Project Name	Project Type	Geo Code	Target Pop. A	Target Pop. B	McKinney-Vento	Address	City	State	Zip		
473	Apple Valley Services	1135	Franklin Avenue House	TH	364436	SMF		Yes						
473	Apple Valley Services	1754	NY/NY III Housing Program - Category F	PSH	364436	SMF		No						

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

Housing Inventory Counts (HIC) **Organizations and Projects** Inventory List Inventory Details Unmet Need

Edit Project "Franklin Avenue House"

Update the details of this project and click SAVE.

Organization Name	Apple Valley Services
Project Name	Franklin Avenue House
Status	<input checked="" type="radio"/> Active <input type="radio"/> Closed
Project Type	TH: Transitional Housing
Geo Code	364436 (NEW YORK CITY)
Target Population A	SMF: Single males and females
Target Population B	---Select---
HUD McKinney-Vento funded?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Notes	<div></div>
Site Address (optional) ¹	
Address Line 1	
Address Line 2	
City	
State/Zip	<div></div>

Save

This page will allow you to edit:

- Organization Name - If you change the organization name as you are editing a project record, you will change the name **ONLY** for that project. This is useful if the administration of a project is transitioned from one organization to another. However, please note that if an organization has multiple projects and needs to change the organization name for all of the projects it will need to follow the instructions under [Section 3.3.c Editing an Existing Organization](#).

- Project Name
- Status – Setting a project's status to 'Closed' will remove it from the 2014 HIC. If the project closed and should not appear on this year's HIC, selecting 'Closed' will indicate that the project is no longer operating and available for occupancy. If for some reason, the project re-opens in another year, you will be able to change the status back to 'Active'.
- Project Type
- Geocode
- Target Population A (optional)
- Target Population B
- HUD McKinney-Vento funded?

Some of the project's characteristics – name, project 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 Project* page will be updated for both locations. For example, if you edit the project's geocode on the Inventory Details tab, the geocode will change on the Organizations & Projects tab, too. If you edit the geocode on the Organizations & Projects tab, it will also change on the Inventory Details tab. Each of these data points has only one value per project even though the value may be editable in two different places.

Housing Inventory Counts (HIC)
Organizations and Projects
Inventory List
Inventory Details
Unmet Need
Reporting Status
Import Data

Project Inventory Details

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

Organization
Apple Valley Services
Project
Franklin Avenue House
Add new project

Project Inventory
2014
Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
118073	2014	C	130		

Project Characteristics for 2014
Project Type
TH: Transitional Housing
Geo Code
364436 (NEW YORK CITY)
Target Population A
SMF: Single males and females
Target Population B
NA: Not Applicable
HUD McKinney-Vento funded?
☒ Yes ☐ No

★ Row # 118073 - Apple Valley Services - Franklin Avenue House - 2014

Help
Save

Inventory Type
☒ Current Inventory ☐ New Inventory ☐ Under Development

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

... with Children			... without Children		... with only Children < 18	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds
			130	130		

Veterans Youth

Beds	Beds
50	0

☐ Under 18 Only ☐ 18-24 ☐ up to 24

Notes

Point-in-Time Homeless Count on 2/8/2014: 112
Change Date

3.5 Project Inventory Details

Special Instructions for Emergency Shelter (ES) Projects

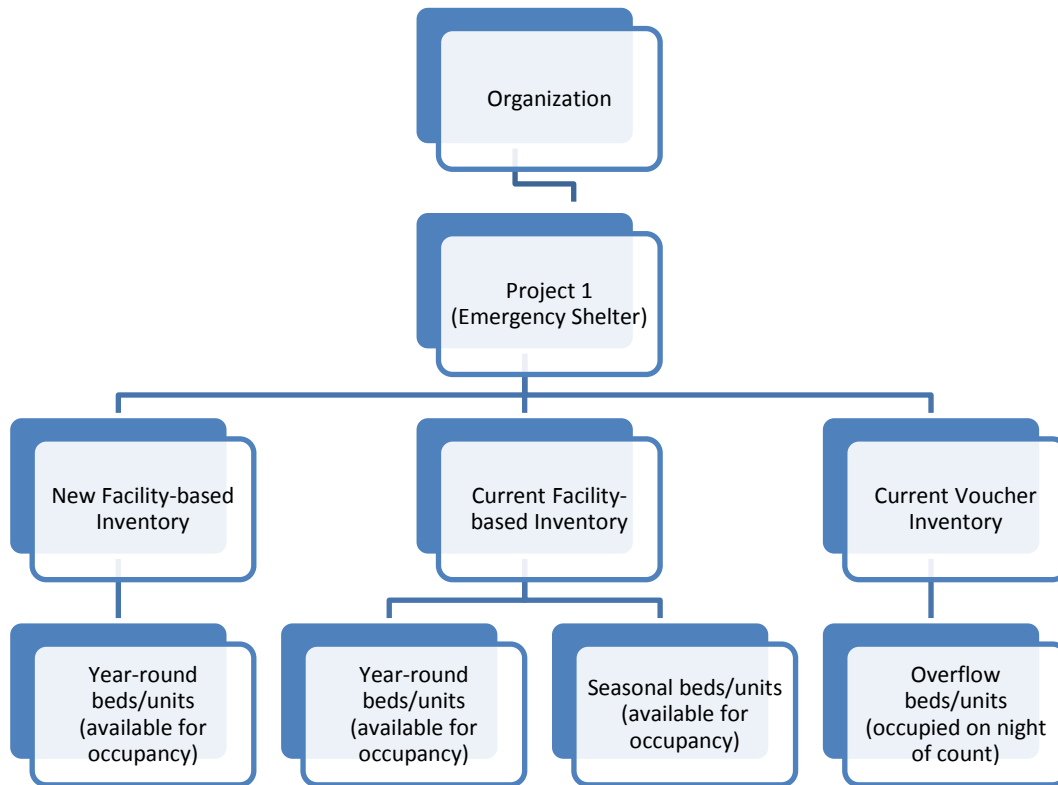
Emergency Shelter Projects will need to identify both the *type* and *availability* of beds offered by the emergency shelter project. Please follow the instructions below, from page 12 the CPD-13-011 [Notice for Housing Inventory Count \(HIC\) and Point-in-Time Data Collection for Continuum of Care \(CoC\) Program and the Emergency Solutions Grant \(ESG\) Program](#), to correctly document bed type and availability.

Bed Type (Emergency Shelter Only):

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

Bed and Unit Availability:

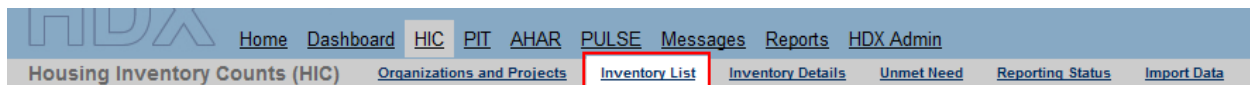
- A. **Year-Round Beds/Units:** Year-round beds and units are available on a planned year-round basis.
- B. **Seasonal Beds (Emergency Shelter Only):** Seasonal beds (during a defined period of high demand) are not available year-round, but instead are available on a planned basis, with set start and end dates, during an anticipated period of higher demand. For the HIC, identify only the total number of seasonal beds **available for occupancy** on the night of the inventory count.
- C. **Overflow Beds (Emergency Shelter Only):** Overflow beds are available on an ad hoc or temporary basis during the year in response to demand that exceeds planned (year-round or seasonal) bed capacity. For the HIC, identify only the total number of overflow beds that **were occupied** on the night of the inventory count.



An Emergency Shelter project may have more than one Bed Type. For example, a shelter may have beds located in a dedicated facility and use vouchers to address demand during overflow periods. In the chart above, Project 1 has new and current facility-based beds/units that are available year-round, current facility beds/units that are available seasonally, and voucher beds/units that are available on an overflow basis. CoCs should include the total number of year-round and seasonal beds that are available for occupancy (i.e., whether or not occupied on the night of the count). However, for beds/units available on an overflow basis CoCs should only count beds/units that were occupied on the night of the count.

3.5.a Adding an Inventory Record for an Existing Project

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



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

Inventory List for AA-101 - Test CoC 1

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

Date of the Housing Inventory Counts: 1/1/2014 [Change Date](#) [Choose Columns](#) [Show more search options](#)

Search Year **2014** Project **Any** [Search Inventory](#) [Show All](#)

Star	Row #	Year	Proj. Type	Organization Name	Project Name	Geo Code	Inventory Type	Bed Type	Target Pop. A	Target Pop. B	McKinney-Vento	B...
★	117622	2014	OPH	183rd Street Improvement Council	Odgen Avenue Residence	364436	C		SMF		No	
★	118045	2014	PH	Abyssinian Development corporation	Transitional Housing	364436	C		HC		No	
★	117625	2014	PSH	Addicts Rehabilitation Center	James Brvant Homes (2027 Madison Ave.)	364436	C		SMF		Yes	

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

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

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

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

From the drop-down arrows, select the organization and project for which you need to add or edit inventory data. If the project does not have any inventory details records, a blank Project Inventory form will be displayed on the right-hand side of the page.

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

Project Inventory Details

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

Organization
Abyssinian Development corporation

Project
Transitional Housing

Project Characteristics for 2014

Project Type
TH: Transitional Housing

Geo Code
364436 (NEW YORK CITY)

Target Population A
HC: Households with children

Target Population B
NA: Not Applicable

HUD McKinney-Vento funded?
☐ Yes ☒ No

Project Inventory 2014 [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
118045	2014	C			

★ Row # 118045 - Abyssinian Development corporation - Transitional Housing - 2014

[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 < 18
Beds	Units	HMIS Beds
Beds	Units	HMIS Beds
Beds	Units	HMIS Beds

Veterans Youth

Beds Beds

☐ Under 18 Only ☐ 18-24 ☐ up to 24

Notes

Point-in-Time Homeless Count on 2/8/2014:

[Change Date](#)

If the project 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.

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

Project Inventory Details

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

Organization
Abyssinian Development corporation

Project
Transitional Housing [Add new project](#)

Project Characteristics for 2014

Project Type
TH: Transitional Housing

Geo Code
364436 (NEW YORK CITY)

Target Population A
SM: Single males

Target Population B
HIV: HIV/AIDS populations

HUD McKinney-Vento funded?
☒ Yes ☐ No

Project Inventory 2014 [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
118045	2014	C			
118128	2014	C			

★ Row # 118128 - Abyssinian Development corporation - Transitional Housing - 2014

[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 < 18	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds

Veterans Youth

Beds	Beds

☐ Under 18 Only ☐ 18-24 ☐ up to 24

Note that the fields required for an inventory details record depend on *the Project Type*. In the example below, the provider project type is Emergency Shelter, so specifying a *Bed Type* is required. In addition, CoCs need to record information about any seasonal and/or overflow beds that were available and/or occupied on the night of the HIC and PIT count. Please consult CPD-13-011 [Notice for Housing Inventory Count \(HIC\) and Point-in-Time Data Collection for Continuum of Care \(CoC\) Program and the Emergency Solutions Grant \(ESG\) Program](#) for detailed information about HIC data collection requirements based on the identified *Project Type*.

Project Inventory Details

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

Organization
Aguilla Foundation
Project
Bronx Bridge I
Add new project

Project Characteristics for 2014
Project Type
ES: Emergency Shelter
Geo Code
509011 (Franklin County)
Target Population A
HC: Households with children
Target Population B
NA: Not Applicable
HUD McKinney-Vento funded?
☒ Yes ☐ No

Project Inventory 2014 Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
117930	2014	C	15		

★ Row # 117930 - Aguilla Foundation - Bronx Bridge I - 2014
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 < 18

Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds
15	2	15				

Veterans Youth

Beds	Beds

☐ Under 18 Only ☐ 18-24 ☐ up to 24

Seasonal Beds Overflow Beds

Beds	HMIS Beds	Start Date	End Date	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 projects in the HIC module must 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 error requiring the CoC to fix the discrepancy prior to being able to submit the PIT in HDX.

3.5.b Entering PIT Count Data in the HIC

In order to determine project bed utilization rates, every project 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 project 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.

Project Inventory 2014 [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
118129	2014	C	150		

★ Row # 118129 - Test 2 - Program 2 - 2014

[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 < 18	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds
40	20	20				

Veterans Youth

Beds	Beds
0	0

☐ Under 18 Only ☐ 18-24 ☐ up to 24

Notes

Point-in-Time Homeless Count of People in These Beds (No Date): [Set Date](#)

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

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

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.

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

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

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

PIT Counts

Date of PIT Count

1/29/2014

Populations in this Count

☒ Sheltered and Unsheltered Count

☐ Sheltered-Only Count

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

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 Project Inventory records. Note that the PIT Count Module includes an option to indicate whether you conducted a Sheltered and Unsheltered Count or just a Sheltered count in 2014.

3.5.c Editing an Existing Project Inventory Record

To edit an existing project inventory record, go to the Inventory Details page, select the name of the organization and the name of the project for which you want to edit existing inventory or select the project name from the Inventory List page.

In the example below, a project has two Project Inventory records that were copied from 2013. 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 2014, so the records need to be consolidated into a single Project Inventory record representing 'current' inventory.

Organization: Test 2
Project: Program 2
Project Characteristics for 2014:
Project Type: TH: Transitional Housing
Geo Code: 010228 (BIRMINGHAM)
Target Population A: HC: Households with children
Target Population B: NA: Not Applicable
HUD McKinney-Vento funded? Yes No

Project Inventory: 2014 Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
118129	2014	C	100		
118130	2014	N	50		

★ Row # 118130 - Test 2 - Program 2 - 2014
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 < 18	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds
50	25					

Veterans Youth
Beds Beds
Under 18 Only 18-24 up to 24

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.

Project Inventory 2014 Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
118129	2014	C	150	137	91 %
118131	2014	N	50	48	96 %

The Project Inventory record will now be updated with the project's current inventory.

Project Inventory 2014 Add Inventory


Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
118129	2014	C	150	137	91 %

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.

3.6 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 and Projects](#) [Inventory List](#) [Inventory Details](#) [Unmet Need](#) [Reporting Status](#) [Import Data](#)

Unmet Need for AA-101 - Test CoC 1

Year: Date of the Housing Inventory Counts: [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"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
Transitional Housing							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>		
Safe Haven							
		<input type="text"/>			<input type="text" value="0"/>		
Permanent Housing							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>		

[Save](#)

3.7 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.

Project Inventory Details

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

Organization
Coalition for the Homeless

Project
House of Hope

Project Characteristics for 2014
Project Type: TH: Transitional Housing
Geo Code: 080072 (AURORA)
Target Population A: HC: Households with children
Target Population B: NA: Not Applicable
HUD McKinney-Vento funded? Yes No

Project Inventory 2014 Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
118153	2014	C			

★ Row # 118153 - Coalition for the Homeless - House of Hope - 2014

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 < 18	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds

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

Validation Warning: Please designate McKinney-Vento funding category up to 24

Notes

Point-in-Time Homeless Count of People in These Beds (No Date): Set Date

Assign inventory to different project Save

Validation Error: There are warnings on this HIC inventory record. Please enter an explanation in the notes-field.

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

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

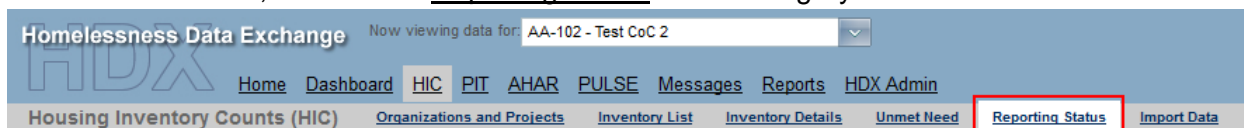
Reporting Status for AA-102 - Test CoC 2

Year: 2014

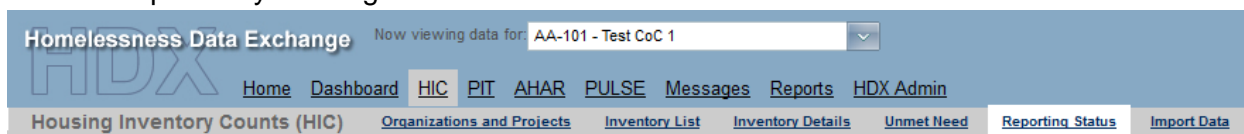
Current Status	In Progress - Please fix errors to submit	Submit Data															
Date of the Housing Inventory Counts	1/27/2014 Change																
Reports +	13																
Last Update On	3/27/2014																
Last Update By	Tracy D'Alanno																
Submitted On	-																
Submitted By	-																
Validation Errors -	2 Validation Errors - Please fix in order to submit data Print																
	<table border="1"><thead><tr><th>Organization/Project</th><th>Error</th><th></th></tr></thead><tbody><tr><td>Unmet Need Chart</td><td>The Unmet Need chart must be completed prior to submitting final data.</td><td>Fix This</td></tr><tr><td>Test 2/</td><td></td><td></td></tr><tr><td>Program 2</td><td>There are warnings on this HIC inventory record. Please enter an explanation in the notes-field.</td><td>Fix This</td></tr><tr><td>TH - C</td><td></td><td></td></tr></tbody></table>		Organization/Project	Error		Unmet Need Chart	The Unmet Need chart must be completed prior to submitting final data.	Fix This	Test 2/			Program 2	There are warnings on this HIC inventory record. Please enter an explanation in the notes-field.	Fix This	TH - C		
Organization/Project	Error																
Unmet Need Chart	The Unmet Need chart must be completed prior to submitting final data.	Fix This															
Test 2/																	
Program 2	There are warnings on this HIC inventory record. Please enter an explanation in the notes-field.	Fix This															
TH - C																	
Validation Warnings +	2 Validation Warnings Print																

3.8 Submitting HIC Data to HUD

HIC data **MUST** be submitted to HUD in the HDX by midnight on **Wednesday, April 30, 2014**. 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.

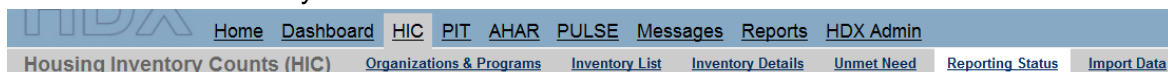


Reporting Status for AA-101 - Test CoC 1

Year: 2014 ▼

Current Status	In Progress - Please fix errors to submit	Submit Data
Date of the Housing Inventory Counts	1/27/2014 Change	
Reports +	13	
Last Update On	3/24/2014	

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.



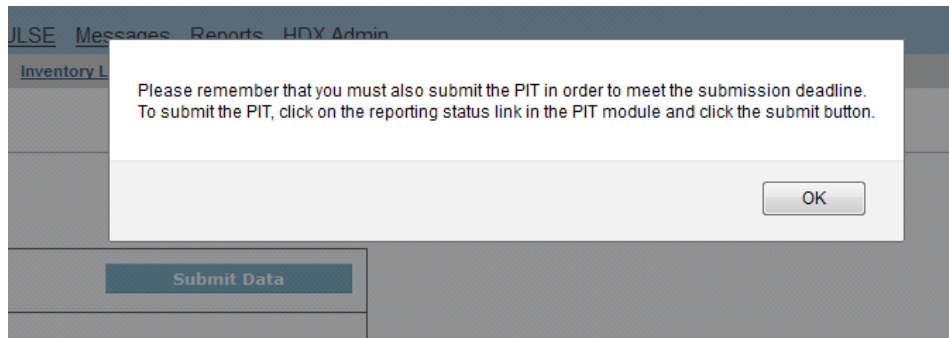
Reporting Status for AA-102 - Test CoC 2

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 Important Changes to PIT Reporting Requirements

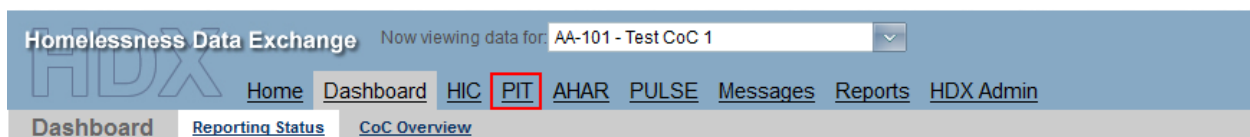
The following reporting requirements have been added for the PIT count this year.

1. CoCs are required to report race, ethnicity, and gender data for all persons counted.
2. CoCs are required to report population data for veteran households. Because CoCs are reporting the population data for veteran households the veteran subpopulation requirements have been removed.
3. The subpopulation categories for “chronic substance abuse” and “severely mentally ill” have been revised to “Adults with a Chronic Substance Use Disorder” and “Adults with a Serious Mental Illness.”
4. The sum total of persons reported in emergency shelter, Safe Havens, and transitional housing projects in the PIT fields of the HIC is required to match the sum total of sheltered person reported in the PIT count.

4.2 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.



Reporting Status for AA-101 - Test CoC 1

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

Housing Inventory Counts	Report Due: 5/31/2012	Point-in-Time Counts	Report Due: 5/31/2012
Status: In Progress	Errors: 0 Warnings: 0	Status: In Progress	Errors: 2 Warnings: 2
Date of Inventory Count: 1/29/2012		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	

4.3 Creating a New Count

To enter 2014 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 Homeless Populations Homeless Subpopulations Veteran Populations Methodology Notes Reporting Status

Summary of PIT Counts for AA-104 - Test CoC 4

Date of Count	Sheltered ES Total Persons	Sheltered TH Total Persons	Sheltered SH Total Persons	Unsheltered Total Persons	Total Persons	Status of Report
01/23/2013	31	6	0	8	45	In Progress
01/22/2012	5	7	0	5	17	Confirmed

4.4 PIT Count Date and Populations

Once a new count is created, the CoC can begin to enter information about their 2014 PIT count.

4.4.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.

Point-in-Time (PIT) PIT Counts Homeless Populations Homeless Subpopulations Veteran Populations Methodology Notes Reporting Status

PIT Counts

Date of PIT Count: 1/27/2014

Populations in this Count

☒ Sheltered and Unsheltered Count

☐ Sheltered-Only Count

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

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.

CoCs must indicate the type of PIT count that was conducted in 2014: a sheltered and unsheltered count or a sheltered-only count.

4.5 Navigating the PIT Count Module

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

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

Home Dashboard HIC PIT AHAR PULSE Messages Reports HDX Admin

Point-in-Time (PIT) PIT Counts Homeless Populations Homeless Subpopulations Veteran Populations Methodology Notes Reporting Status

Data to be reported in the PIT module is made up of four basic components:

- **Homeless Populations** – Total number of persons and households counted and their demographic characteristics.
- **Homeless Subpopulations** – Number of chronically homeless individuals and families and data on adults with serious mental illness, substance use disorders, HIV/AIDS, and victims of domestic violence.
- **Veteran Populations** – Total number of veterans, veteran households, persons in veteran households, and the demographic characteristics of veterans.
- **Methodology** – Reporting on the methodologies that were used to conduct your sheltered and unsheltered counts.

Click on links in the gray navigation bar to navigate through the data entry screens.

4.6 Entering Homeless Population Data

The second link in the PIT module is for reporting on Homeless Populations, CoCs should enter their data on the number of persons and households by household type enumerated during the PIT count.

PIT Counts

Date of PIT Count:

Received HUD Waiver?
☐ Yes ☐ No ☐ Not applicable

Populations in this Count
☒ Sheltered and Unsheltered Count ☐ Sheltered-Only Count

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

	Households with at least one Adult & one Child		Households with only Children	Households without Children	Totals
	Sheltered		Unsheltered	Total	
	Emergency	Transitional			
Total Number of Households	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
Total Number of Persons (Adults & Children)	0	0	0	0	
Number of Persons (under age 18)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
Number of Persons (18 - 24)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
Number of Persons (over age 24)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	

As in prior years, CoCs must collect and report information on the following three household types and each household type is reported on a separate tab.

- **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.

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.

Beginning in 2014, for each household type, CoCs must also report the **race, ethnicity, and gender** data for all sheltered and unsheltered persons counted.

Race

- White;
- Black or African-American;
- Asian;
- American Indian or Alaska Native;
- Native Hawaiian or Other Pacific Islander; and
- Multiple Races

Gender

- Female
- Male
- Transgender

Ethnicity

- Non-Hispanic/Non-Latino
- Hispanic/Latino

Households with at least one Adult & one Child	Households with only Children	Households without Children	Totals
Persons in Households with at least one Adult and one Child	Sheltered		Unsheltered
	Emergency	Transitional	Total
Total Number of Households	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Number of Persons (Adults & Children)	0	0	0
Number of Persons (under age 18)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Persons (18 - 24)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Persons (over age 24)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender (adults and children)	Sheltered		Unsheltered
	Emergency	Transitional	Total
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Female	<input type="text"/>	0
Male	<input type="text"/>	<input type="text"/>	0
Transgender	<input type="text"/>	<input type="text"/>	0
Ethnicity (adults and children)	Sheltered		Unsheltered
	Emergency	Transitional	Total
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-Hispanic/Non-Latino	<input type="text"/>	<input type="text"/>	0
Hispanic/Latino	<input type="text"/>	<input type="text"/>	0
Race (adults and children)	Sheltered		Unsheltered
	Emergency	Transitional	Total
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	White	<input type="text"/>	0
	Black or African-American	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	0
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	0

Please consult CPD-13-011 [Notice for Housing Inventory Count \(HIC\) and Point-in-Time Data Collection for Continuum of Care \(CoC\) Program and the Emergency Solutions Grant \(ESG\) Program](#) 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.

4.7 Entering Homeless Subpopulation Data

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

- Chronically Homeless Individuals
- Chronically Homeless Families (total number of chronically homeless families)
- Persons in Chronically Homeless Families (total number of persons in chronically homeless families)
- Adults with a Serious Mental Illness
- Adults with a Substance Use Disorder
- Adults with HIV/AIDS
- Victims of Domestic Violence (optional)

The screenshot shows the HDX PIT module interface. The top navigation bar includes links for Home, Dashboard, HIC, PIT, AHAR, PULSE, Messages, Reports, and HDX Admin. Below this, a secondary bar shows Point-in-Time (PIT) with sub-links for PIT Counts, Homeless Populations, Homeless Subpopulations (highlighted with a red box), Veteran Populations, Methodology, Notes, and Reporting Status. The main content area is titled 'PIT Counts' and displays the 'Date of PIT Count' as 1/28/2014 and 'Populations in this Count' as Sheltered and Unsheltered Count. There are links for 'Show Error Messages', 'Print Errors', and a 'Save' button. The data entry section is divided into two main categories: 'Chronically Homeless Subpopulations' and 'Other Homeless Subpopulations'. Each category has a table with columns for 'Sheltered', 'Unsheltered', and 'Total'. The 'Chronically Homeless Subpopulations' table includes rows for 'Chronically Homeless Individuals', 'Chronically Homeless Families (Total Number of Families)', and 'Chronically Homeless Families (Total Persons in Household)'. The 'Other Homeless Subpopulations' table includes rows for 'Adults with a Serious Mental Illness', 'Adults with a Substance Use Disorder', 'Adults with HIV/AIDS', and 'Victims of Domestic Violence (optional)'. Each row has input fields for the 'Sheltered' and 'Unsheltered' counts, and the 'Total' is calculated and displayed.

Chronically Homeless Subpopulations ^a	Sheltered		Unsheltered	Total
	Emergency Shelters	Safe Haven		
Chronically Homeless Individuals ^b	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Chronically Homeless Families (Total Number of Families) ^c	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Chronically Homeless Families (Total Persons in Household)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

Other Homeless Subpopulations ^d	Sheltered		Unsheltered	Total
	Persons in emergency shelters, transitional housing and safe havens			
Adults with a Serious Mental Illness	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Adults with a Substance Use Disorder	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Adults with HIV/AIDS	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Victims of Domestic Violence (optional)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

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.

4.8 Entering Veteran Population Data

The fourth link in the PIT module is for reporting on veteran Populations. CoCs should enter their data on the number of veterans, veteran households, persons in veteran households and the demographic characteristics of veterans enumerated during the PIT count.

The screenshot shows the 'PIT Counts' form for 'Veteran Populations'. The top navigation bar includes links for Home, Dashboard, HIC, PIT, AHAR, PULSE, Messages, Reports, HDX Admin, and a sub-menu for Point-in-Time (PIT) with links to PIT Counts, Homeless Populations, Homeless Subpopulations, and Veteran Populations (highlighted with a red box). The form title is 'PIT Counts'. It includes fields for 'Date of PIT Count' (1/28/2014) and 'Populations in this Count' (Sheltered and Unsheltered Count). There are buttons for 'Hide Error Messages', 'Print Errors', and 'Save'. The form is divided into two main sections: 'Veteran Households with at least one Adult & one Child' and 'Veteran Households without Children'. The first section has a table with columns for 'Sheltered' (Emergency, Transitional), 'Unsheltered', and 'Total'. The rows are 'Total Number of Households', 'Total Number of Persons', and 'Total Number of Veterans'. The second section has a similar table for 'Gender (veterans only)' with rows for 'Female', 'Male', and 'Transgender'. All input fields are empty, and the 'Total' column shows '0'.

Veteran Households with at least one Adult & one Child		Veteran Households without Children		Veteran Totals	
Persons in Households with at least one Adult and one Child	Sheltered		Unsheltered	Total	
	Emergency	Transitional			
Total Number of Households	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
Total Number of Persons	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
Total Number of Veterans	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	

Gender (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Male	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Transgender	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

CoCs must collect and report information on the following two veteran household types. Each household type is reported on a separate tab.

- **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.

4.9 Completing the Methodology Tab

The 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 2014 count against the previous applicable count.

PIT Counts

Date of PIT Count
1/28/2014

Populations in this Count
Sheltered and Unsheltered Count

[Show Error Messages](#)
[Print Errors](#)
[Save](#)

[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

☐ Interviews with sheltered homeless people during the PIT count

☐ Interviews with provider staff

☐ Distribution/collection of PIT forms to sheltered homeless people

☐ Distribution/collection of PIT forms to provider staff

☐ Case manager records

☐ Other (Please Specify):

Section	Description
Tab 1: Sheltered Population	Data on the numbers and characteristics of persons (including veterans) sleeping in emergency shelters, transitional housing and safe havens.
Tab 2: Sheltered Subpopulation	
Tab 3: Unsheltered Population	Data on the number and characteristics of specific sheltered subpopulations, including: chronically homeless, serious mental illness, substance use disorder, and persons with HIV/AIDs. Data on victims of domestic violence is optional.
Tab 4: Unsheltered Subpopulation	
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.

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

Accuracy of the data reported in the sheltered PIT 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.

Point-in-Time (PIT) [PIT Counts](#) [Homeless Populations](#) [Homeless Subpopulations](#) [Veteran Populations](#) [Methodology](#) [Notes](#) [Reporting Status](#)

PIT Counts

Date of PIT Count: 1/28/2014

Populations in this Count: Sheltered and Unsheltered Count

[Show Error Messages](#) [Print Errors](#) [Save](#)

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

☐ Interviews with sheltered homeless people during the PIT count

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 PIT 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 project on the night designated for the PIT 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 projects.
- **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 projects.
- **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 project on the night designated for the PIT 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 projects 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 projects.

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.

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

The unsheltered PIT 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 PIT count every two years (biennially) during the last 10 days in January; however,

CoCs are strongly encouraged to conduct the unsheltered PIT count annually, at the same time that it conducts the sheltered PIT 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.

You will not be able to complete the two unsheltered tabs if you did not conduct an unsheltered count in 2014.

PIT Counts

Date of PIT Count: 1/28/2014
Populations in this Count: Sheltered and Unsheltered Count

[Show Error Messages](#) [Print Errors](#) [Save](#)

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
- ☐ Interviews with sheltered homeless people during the PIT count
- ☐ Interviews with provider staff
- ☐ Distribution/collection of PIT forms to sheltered homeless people
- ☐ Distribution/collection of PIT forms to provider staff
- ☐ Case manager records

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 PIT count.

- **Public places count:** The CoC conducted a PIT 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 PIT 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 PIT 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 PIT 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.

4.9.c Tab 5: Annual Comparison of PIT Data

Sheltered Population	Sheltered Subpopulation	Unsheltered Population	Unsheltered Subpopulation	Annual Comparison
<p>Annual Comparison</p> <p>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.</p> <p>25a. Compared to last year, the 2014 sheltered count:</p> <p> <input type="radio"/> Increased <input type="radio"/> Decreased <input type="radio"/> Did not change </p> <p>Explain:</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <p>25b. Compared to last year, the 2014 unsheltered count:</p> <p> <input type="radio"/> Increased <input type="radio"/> Decreased <input type="radio"/> Did not change </p> <p>Explain:</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>				


Question 25a (Sheltered Count Comparison)

Compare the total number of sheltered persons counted in 2013 to the total number of sheltered persons counted in 2014. Indicate whether the 2014 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 2014 to the total number of unsheltered persons counted during your last unsheltered count. Indicate whether the 2014 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.





4.10 PIT Reporting Status Overview


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Reporting Status for AA-103 - Test CoC 3

Date of Count:

Current Status	In Progress Submit Data
Reports	<ul style="list-style-type: none"> Point-in-Time Summary   Point-in-Time Methodology  
Last Update On	3/25/2014
Last Update By	Tracy D'Alanno
Submitted On	-
Submitted By	-
Validation Errors +	0 Validation Errors
Validation Warnings +	1 Validation Warning Print
Messages +	No Messages


On the PIT Reporting Status tab, you can:

- Submit your 2014 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.

4.11 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 each sub-tab.

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](#) link. 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	Homeless Populations	Homeless Subpopulations	Veteran Populations	M			

Reporting Status for AA-103 - Test CoC 3

Date of Count: 01/28/2014

Current Status	In Progress - Please fix errors to submit Submit Data						
Reports	<ul style="list-style-type: none"> Point-in-Time Summary   Point-in-Time Methodology   						
Last Update On	3/25/2014						
Last Update By	Tracy D'Alanno						
Submitted On	-						
Submitted By	-						
Validation Errors -	2 Validation Errors - Please fix in order to submit data Print <table> <tr> <th>Error</th><th></th></tr> <tr> <td>Please complete all fields on all tabs</td><td>Fix This</td></tr> <tr> <td>There are warnings on this PIT count. Please enter an explanation in the notes-field.</td><td>Fix This</td></tr> </table>	Error		Please complete all fields on all tabs	Fix This	There are warnings on this PIT count. Please enter an explanation in the notes-field.	Fix This
Error							
Please complete all fields on all tabs	Fix This						
There are warnings on this PIT count. Please enter an explanation in the notes-field.	Fix This						
Validation Warnings -	2 Validation Warnings Print <table> <tr> <th>Error</th><th></th></tr> <tr> <td>Total number of sheltered persons counted on the HIC minus persons counted in PSH and RRH (87) should equal total number of sheltered persons counted on the PIT (ES + TH+ Safe Haven) (90)</td><td>Fix This</td></tr> <tr> <td>All sheltered homeless subpopulations are zero or empty</td><td>Fix This</td></tr> </table>	Error		Total number of sheltered persons counted on the HIC minus persons counted in PSH and RRH (87) should equal total number of sheltered persons counted on the PIT (ES + TH+ Safe Haven) (90)	Fix This	All sheltered homeless subpopulations are zero or empty	Fix This
Error							
Total number of sheltered persons counted on the HIC minus persons counted in PSH and RRH (87) should equal total number of sheltered persons counted on the PIT (ES + TH+ Safe Haven) (90)	Fix This						
All sheltered homeless subpopulations are zero or empty	Fix This						

4.12 Entering Explanations/Additional Information on the Data

On the sixth link 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 HUDX Point-in-Time (PIT) module interface. The top navigation bar includes links for Home, Dashboard, HIC, PIT, AHAR, PULSE, Messages, Reports, and HDX Admin. Below this, a secondary bar shows Point-in-Time (PIT) with sub-links for PIT Counts, Homeless Populations, Homeless Subpopulations, Veteran Populations, Methodology, Notes (highlighted with a red box), and Reporting Status. The main content area is titled 'PIT Counts' and displays the 'Date of PIT Count' as 1/27/2014 and 'Populations in this Count' as Sheltered and Unsheltered Count. There are links for 'Hide Error Messages', 'Print Errors', and a 'Save' button. A 'Notes' section is visible, with a text area for entering explanations. A yellow warning box on the right states: 'Validation Error: There are warnings on this PIT count. Please enter an explanation in the notes-field.'

4.13 Submitting the PIT Count Data to HUD

PIT count data **MUST** be submitted to HUD by midnight **Wednesday, April 30, 2014**. To submit PIT data, click on the Reporting Status tab on the gray toolbar within the PIT Module.

This screenshot shows the HUDX Point-in-Time (PIT) module toolbar. The top navigation bar is the same as in the previous screenshot. The secondary bar shows the same sub-links, but the 'Reporting Status' link is highlighted with a red box, indicating it is the next step in the process.





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.

The screenshot shows the 'Reporting Status for AA-103 - Test CoC 3' page. It features a 'Date of Count' dropdown menu set to 01/28/2014. Below this is a table with two columns: 'Current Status' and 'Submit Data'. The 'Current Status' cell contains the text 'In Progress - Please fix errors to submit' and is highlighted with a red box. The 'Submit Data' button is light gray and also highlighted with a red box.

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

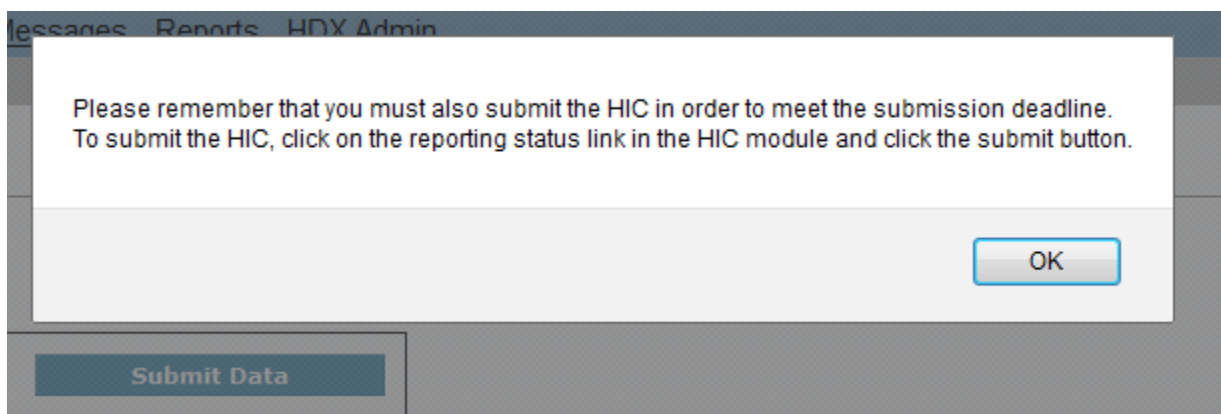
Reporting Status for AA-103 - Test CoC 3

Date of Count: 01/28/2014 ▼

Current Status	In Progress	Submit Data
Reports	<ul style="list-style-type: none"> Point-in-Time Summary   Point-in-Time Methodology   	

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.