

**March**  
**2015**  
Version 1.0

# 2015 Housing Inventory Count of Homeless Persons:

## Data Submission Guidance



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## 1. PURPOSE OF THIS GUIDANCE

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This document provides information to Continuums of Care (CoCs) on how to successfully submit their 2015 Housing Inventory Count (HIC) to the U.S. Department of Housing and Urban Development (HUD). Guidance on submitting 2015 Point-in-Time (PIT) count data will be released separately. 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-14-014 [Notice CPD-14-014: 2015 HIC and PIT Data Collection for CoC and ESG Programs](https://www.hudexchange.info/resource/4061/notice-cpd-14-014-2015-hic-pit-data-collection-for-coc-and-esg-programs/) at (<https://www.hudexchange.info/resource/4061/notice-cpd-14-014-2015-hic-pit-data-collection-for-coc-and-esg-programs/>).

All CoCs must submit HIC through [HUD's Homelessness Data Exchange](http://www.hudhdx.info/) (HDX) at <http://www.hudhdx.info/>. CoCs will be able to enter HIC data beginning **Wednesday March 23, 2015** and PIT data beginning **Wednesday April 1, 2015**. CoCs must submit their 2015 HIC and PIT count data by **Thursday, April 30, 2015, 12:00 am (midnight) EDT, unless they have received a HUD extension to May 15, 2015 due to extreme weather conditions**. 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 HDX Contact for each CoC is responsible for ensuring that the 2015 HIC and PIT data is entered completely and accurately.

If you have any questions about entering HIC data that are not covered in this guidance or in [Notice CPD-14-014: 2015 HIC and PIT Data Collection for CoC and ESG Programs](https://www.hudexchange.info/resource/4061/notice-cpd-14-014-2015-hic-pit-data-collection-for-coc-and-esg-programs/) at (<https://www.hudexchange.info/resource/4061/notice-cpd-14-014-2015-hic-pit-data-collection-for-coc-and-esg-programs/>), please visit the [Ask a Question](https://www.onecpd.info/ask-a-question/my-question/) page at <https://www.onecpd.info/ask-a-question/my-question/> on the [HUD Exchange](http://www.hudexchange.info/). 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. You may also review the questions and answers posted on the [HDX Frequently Asked Question \(FAQ\)](https://www.hudexchange.info/hdx/faqs) at <https://www.hudexchange.info/hdx/faqs>.

## 2. THE HUD HOMELESSNESS DATA EXCHANGE (HDX)

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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](http://www.hudhdx.info/) may be accessed at <http://www.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 HDX primary contact can assign rights to the various modules in the HDX. The CoC HDX 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 [HUD Exchange Ask A Question](https://www.onecpd.info/ask-a-question/my-question/) page at <https://www.onecpd.info/ask-a-question/my-question/>.

## 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/SignUp.aspx) 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 HDX 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 HDX primary contacts should follow the steps below to add, review or modify user rights.

To add users, the CoC HDX primary contact will click on the *Add User* button on the [HDX Admin](#) tab.

This will bring up a form in which the CoC HDX 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/SignUp.aspx) 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 HDX 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.

## 2.5 Updating the List of Users

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

# 3. HOUSING INVENTORY COUNT SUBMISSION GUIDANCE

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## 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 and to clarify reporting requirements.

1. CoCs will be required to enter the address for all projects, except for Victim Service Provider projects. If a project uses a scattered site model the CoC will indicate that to HUD and not have to enter an address for the project.
2. The references to Homeless Management Information System (HMIS) Data Standards have been updated to be consistent with HUD's 2014 HMIS Data Standards as published in HUD's [HMIS Data Dictionary](#) at (<https://www.hudexchange.info/resource/3824/hmis-data-dictionary/>) and the [HMIS Data Standards Manual \(2014\)](#) at (<https://www.hudexchange.info/resource/3826/hmis-data-standards-manual/>) and the [Project Descriptor Data Element Manual \(2014\)](#) at (<https://www.hudexchange.info/resource/4055/hmis-project-descriptor-data-elements-manual/>).
3. CoCs with overflow beds should report the total number of overflow beds that were available for occupancy on the night of the inventory count. If there is no fixed number of overflow beds, CoCs may instead report the number of overflow beds that were occupied on the night of the inventory count.

## 3.2 Expanded HIC Data Collection & Reporting Guidance

### 1. Reporting RHY Projects on your HIC

For the purposes of the HIC, a project with dedicated beds/units is one where:

- A. the primary intent of the project is to serve homeless persons,
- B. the project verifies homeless status as part of its eligibility determination, and
- C. the actual project clients are predominantly homeless (or, for permanent housing, were homeless at entry).

HUD recognizes that the Department of Health and Human Services' (HHS) Runaway and Homeless Youth (RHY) projects often served a mixed population of persons who are homeless and persons who are wards of the state, in foster care, or otherwise under government custody or supervision, as well as the actual or estimated number of beds serving such youth. CoCs should pro rate such projects to account for the portion of the project that is designed to serve homeless persons.

CoCs should work with RHY providers and use the following protocols to determine how to account for RHY projects on the HIC:

If the Number Of Dedicated Beds Is Known	<ul style="list-style-type: none"> <li>• Determine the number beds dedicated to persons who are wards of the state, in foster care, or otherwise under government custody or supervision, as well as the actual or estimated number of beds serving such youth.</li> <li>• Beds dedicated to persons in this population should be excluded on the HIC.</li> </ul>
If the Number Of Dedicated Beds Can Be Estimated	<ul style="list-style-type: none"> <li>• Determine what proportion of persons served annually in the project are homeless under HUD's definition.</li> <li>• Apply this proportion to the total number of beds available and persons served on the night of the count and include it in the overall inventory and persons included on your HIC.</li> </ul>
If the Number Of Dedicated Beds Cannot Be Determined	<ul style="list-style-type: none"> <li>• If you are unable to receive any information, you may include all participants in the program.</li> <li>• If you take this last approach, HUD would encourage you to work with your RHY provider throughout the year to find out more about who they are serving to understand better how to count and serve them.</li> </ul>

## 2. Reporting HCHV Contract Emergency Residential Services on the HIC

The Veterans Administration recently combined the Community Contract Emergency Housing and Community Contract Residential Treatment Program into the new HCHV Contract Emergency Residential Services Program. Projects funded by this new program should be reported on the Housing Inventory Count (HIC) under Project Type Emergency Shelter with the prefix HCHV/CERS instead of HCHV/EH and HCNH/RT as originally published in HUD's [Notice for Housing Inventory Count \(HIC\) and Point-in-Time \(PIT\) Data Collection for the Continuum of Care \(CoC\) and Emergency Solutions Grants \(ESG\) Programs](https://www.hudexchange.info/resource/4061/notice-cpd-14-014-2015-hic-pit-data-collection-for-coc-and-esg-programs/) (<https://www.hudexchange.info/resource/4061/notice-cpd-14-014-2015-hic-pit-data-collection-for-coc-and-esg-programs/>). CoCs should also count all persons identified in the HCHV inventory as sheltered for their Point-in-Time (PIT) counts.

### 3.3 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 3.4 Creating and Submitting 2015 HIC Data](#).

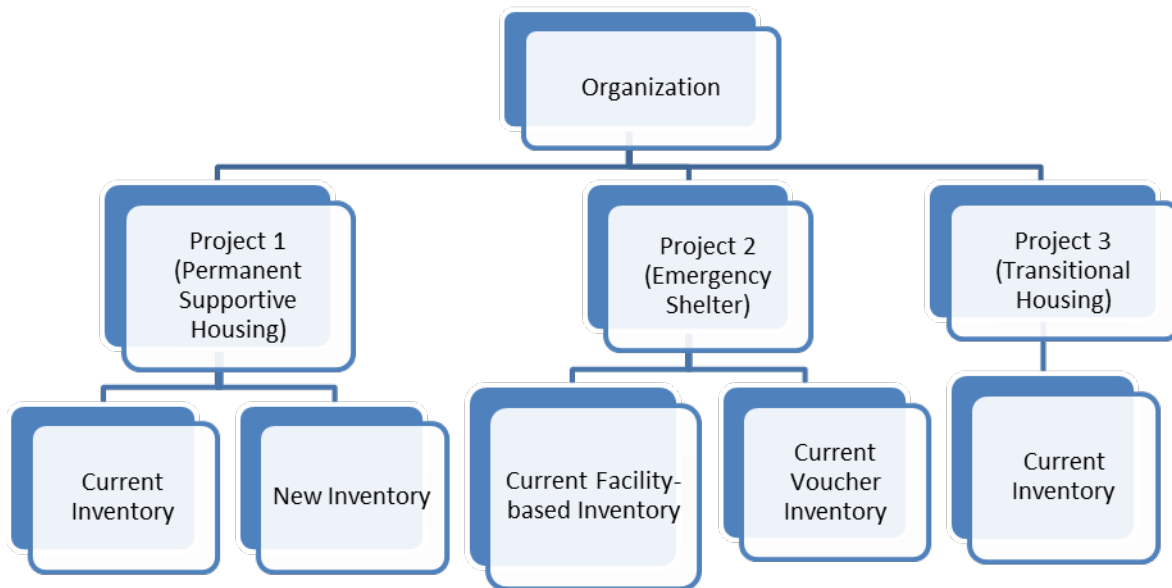
HIC data in the HDX is made up of three basic components:

- **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. For example, in the chart below:

- Project 1 (Permanent Supportive Housing) has both current and new inventory;
- Project 2 (Emergency Shelter) has current inventory consisting of both facility-based and voucher beds; and
- 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.

### ***3.3.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.

### ***3.3.b Inventory List Overview***

On the Inventory List tab, you can:

- Enter the date of your 2015 HIC;
- Review a complete list of your CoC's housing inventory for 2015 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.

### ***3.3.c Inventory Details Overview***

On the Inventory Details tab, you can:

- Review, add, and edit 2015 data for individual projects, including:
  - Project Characteristics;
  - Project Inventory data on beds, units, and youth age categories; and
  - Point-in-time counts.
- Review inventory details data from previous years by clicking on the drop down arrow next to the date.

### ***3.3.d Unmet Need Overview***

On the Unmet Need tab, you can:

- Add, edit, and review unmet need data for 2015; and
- Review unmet need data from previous years.

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

### ***3.3.e Reporting Status Overview***

On the Reporting Status tab, you can:

- Submit your 2015 HIC data (***Note: PIT data must be submitted separately from the PIT Reporting Status page;***)
- Review and change the date of you conducted your 2015 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.

### 3.3.f Import Data Overview

From the Import Data tab, you can:

- Duplicate the previous year's HIC data to populate the 2015 HIC; and
- Import comma separated value (CSV) files generated by your HMIS to populate some of the fields for your 2015 HIC.

## 3.4 Creating and Submitting 2015 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.

### 3.4.a Creating 2015 HIC Data

#### Duplicating the Previous Year's HIC Data

CoCs may choose to copy HIC data from the previous year to populate this year's HIC data. There are two ways to do this:

1. **Copy data from link on the Dashboard** – Click on the Copy data from 2014 link in the Housing Inventory Counts box. This link will take you to the Import Data tab. Follow the instructions below for duplicating previous year's data from the Import Tab.

**Duplicate Previous Year from Import Data tab** – Navigate to the Import Data tab within the HIC module. Enter the date of your 2015 HIC, and click the *Copy Previous Year* button.

2. **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 2015 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 2015 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:

- Entering the address for all projects, except for Victim Service Provider projects. Scattered site projects have the option to not enter a specific address.
- Reporting the number of overflow beds that were available for occupancy on the night of the inventory count, or if there is not fixed number of overflow beds, reporting the number of overflow beds that were occupied on the night of the count.
- Identifying project sub-types under the 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 [Notice CPD-14-014: 2015 HIC and PIT Data Collection for CoC and ESG Programs \(https://www.hudexchange.info/resource/4061/notice-cpd-14-014-2015-hic-pit-data-collection-for-coc-and-esg-programs/\)](https://www.hudexchange.info/resource/4061/notice-cpd-14-014-2015-hic-pit-data-collection-for-coc-and-esg-programs/) for more information about updated HIC data collection and reporting requirements.

## 3.5 Organization and Project Information

### 3.5.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?
- Any notes you want associated with this project

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 3.6 Project Inventory Details](#).

New for 2015, CoCs are required to enter the address for all facility-based projects, except for Victim Service Provider projects. Entering an address for scattered site projects is optional. Use the Yes and No radio buttons to indicate whether the project uses a scattered site model and/or is a Victim Service Provider. Complete the address information including the street address of the project, the City, State, and Zip Code. Scattered site projects choosing to enter an address, should record the address of their administrative office.

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.

### ***3.5.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.

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

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?

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.

### ***3.5.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.

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

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

### ***3.5.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.

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

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 3.5.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.

## 3.6 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 10 of the [Notice CPD-14-014: 2015 HIC and PIT Data Collection for CoC and ESG Programs](#) (<https://www.hudexchange.info/resource/4061/notice-cpd-14-014-2015-hic-pit-data-collection-for-coc-and-esg-programs/>) to correctly document bed type and availability.

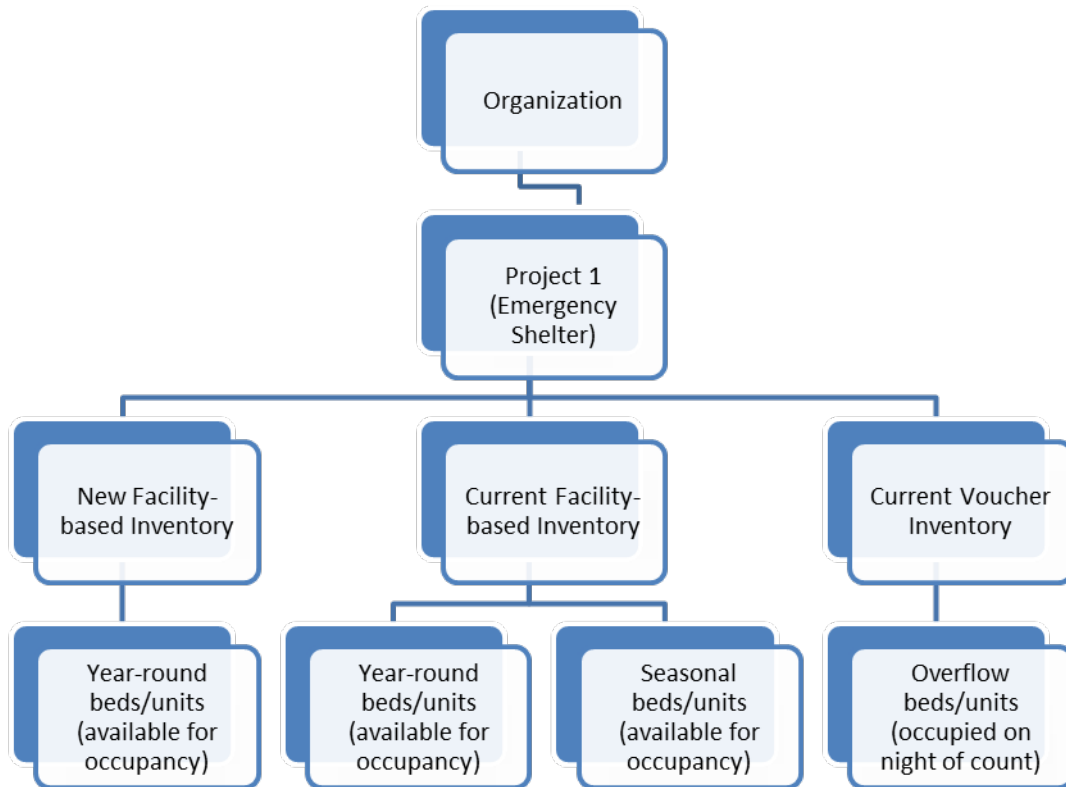
#### Bed Type (Emergency Shelter Only):

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

#### Bed and Unit Availability:

- Year-Round Beds/Units:** Year-round beds and units are available on a planned year-round basis.
- 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, CoCs with overflow beds should report the total number of overflow beds that were available for occupancy on the night of the inventory count. If there is no fixed number of overflow beds, CoCs may instead report the 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. For example, 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 identify only the total number of overflow beds that were occupied on the night of the inventory count. CoCs with overflow beds should report the total number of overflow beds that were available for occupancy on the night of the inventory count. If there is no fixed number of overflow beds, CoCs may instead report the number of overflow beds that were occupied on the night of the inventory count. only count beds/units that were occupied on the night of the count.



### ***3.6.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.

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.

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.

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 [Notice CPD-14-014: 2015 HIC and PIT Data Collection for CoC and ESG Programs](https://www.hudexchange.info/resource/4061/notice-cpd-14-014-2015-hic-pit-data-collection-for-coc-and-esg-programs/) (<https://www.hudexchange.info/resource/4061/notice-cpd-14-014-2015-hic-pit-data-collection-for-coc-and-esg-programs/>) to correctly document bed type and availability for detailed information about HIC data collection requirements based on the identified *Project Type*.

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.

### ***3.6.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.

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.

If you do not have write permission for the PIT module, you will have to ask the CoC HDX 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.

### ***3.6.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.

For example, if a project has two Project Inventory records that were copied from 2014. 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 2015, so the records need to be consolidated into a single Project Inventory record representing 'current' inventory.

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.

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

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.

## **3.7 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](#) at [https://www.onecpd.info/resources/documents/CalculatingUnmetNeed\\_December2011.pdf](https://www.onecpd.info/resources/documents/CalculatingUnmetNeed_December2011.pdf).

## **3.8 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.

## 3.9 Submitting HIC Data to HUD

HIC data **MUST** be submitted to HUD in the HDX by midnight on **Thursday, April 30, 2015**. 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.

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.

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.**

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