

**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](#).

All CoCs must submit HIC through [HUD's Homelessness Data Exchange](#) (HDX). 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](#), please visit the [Ask a Question](#) page on the [HUD 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. You may also review the questions and answers posted on the [HDX Frequently Asked Question \(FAQ\)](#).

## 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](#) 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 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](#) 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 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:

User	CoC Primary	Housing Inventory	PIT Counts	AHAR	PULSE	
		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"/>	

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/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 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.

AHAR   PULSE   Messages   Reports   HDX Admin

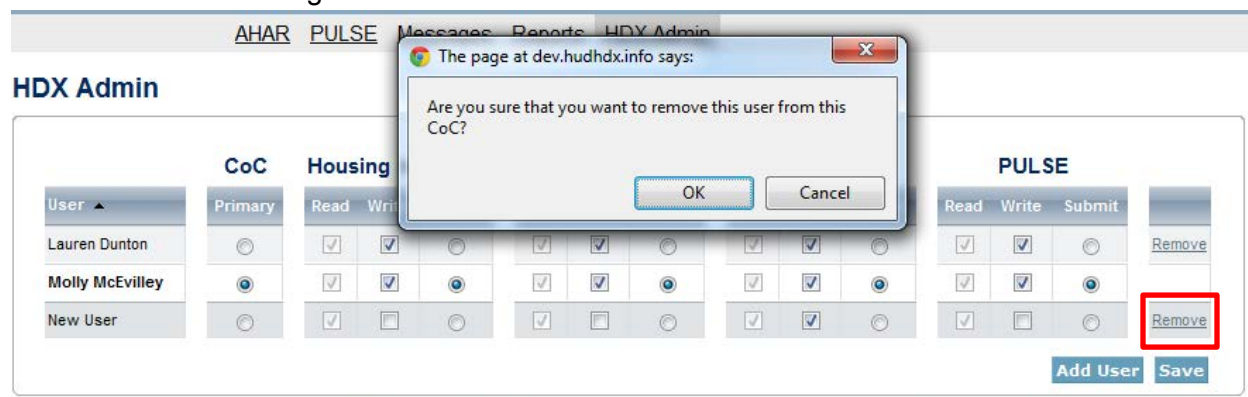
### HDX Admin

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

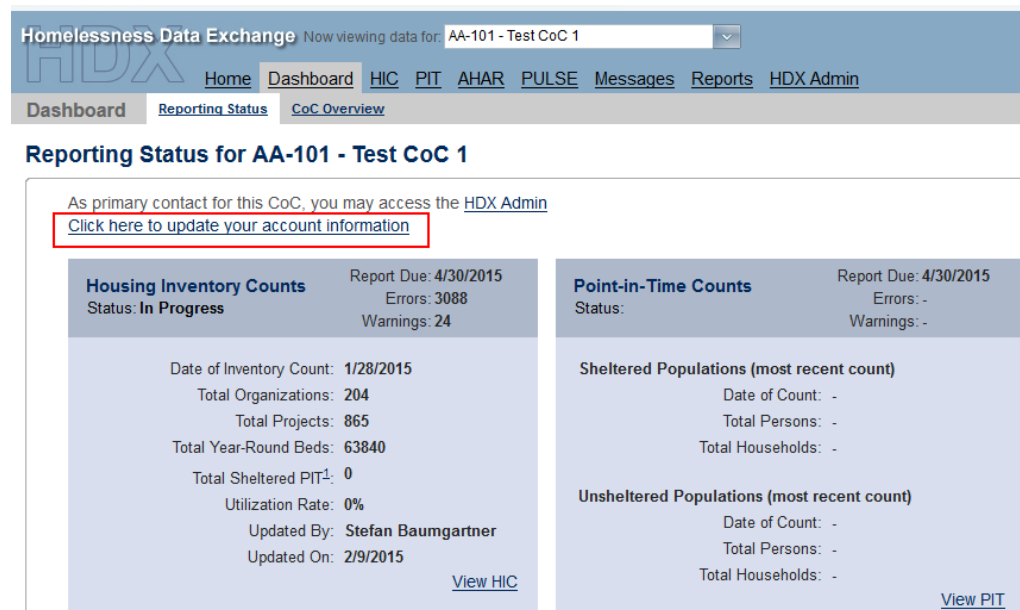
The HDX primary contact for each CoC should verify that the list of authorized users for the CoC is accurate and up-to-date. If any of the users listed on the HDX Admin page no longer need access to the HDX, the CoC HDX primary contact may remove users by clicking on the remove link in the far right 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 information and click on the blue **Save** or **Change Password** button to update your account details.

## My Account

### Account Details

First Name:	<input type="text" value="Cindy"/>
Last Name:	<input type="text" value="Smith"/>
Organization:	<input type="text" value="Catholic Charities"/>
Address:	<input type="text" value="500 Main Street"/>
City:	<input type="text" value="Centennial"/>
State:	<input type="text" value="CO"/>
Zip:	<input type="text" value="80112"/>
Email:	<input type="text" value="cindy_smith@msn.com"/>
Phone:	<input type="text" value="304-347-5798"/>
Phone 2:	<input type="text" value="303-743-3176"/>
Fax:	<input type="text"/>

Account Details Saved.

Save

### Change Password

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

Old Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm Password:	<input type="text"/>

Change 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 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](#), [HMIS Data Standards Manual \(2014\)](#), and the [Project Descriptor Data Element Manual \(2014\)](#).
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

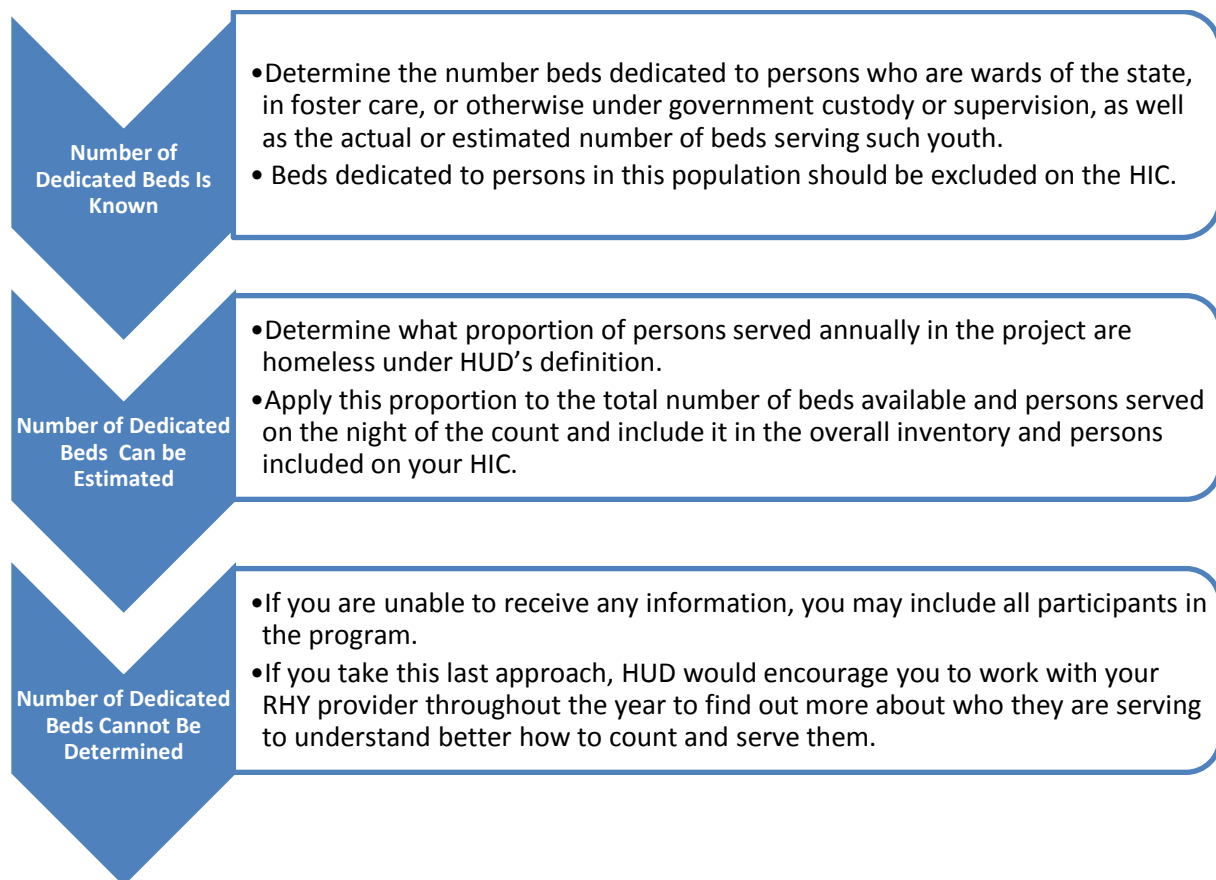
### 1. Reporting RHY Projects on your HIC.

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 Service's (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:



## 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](#). 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

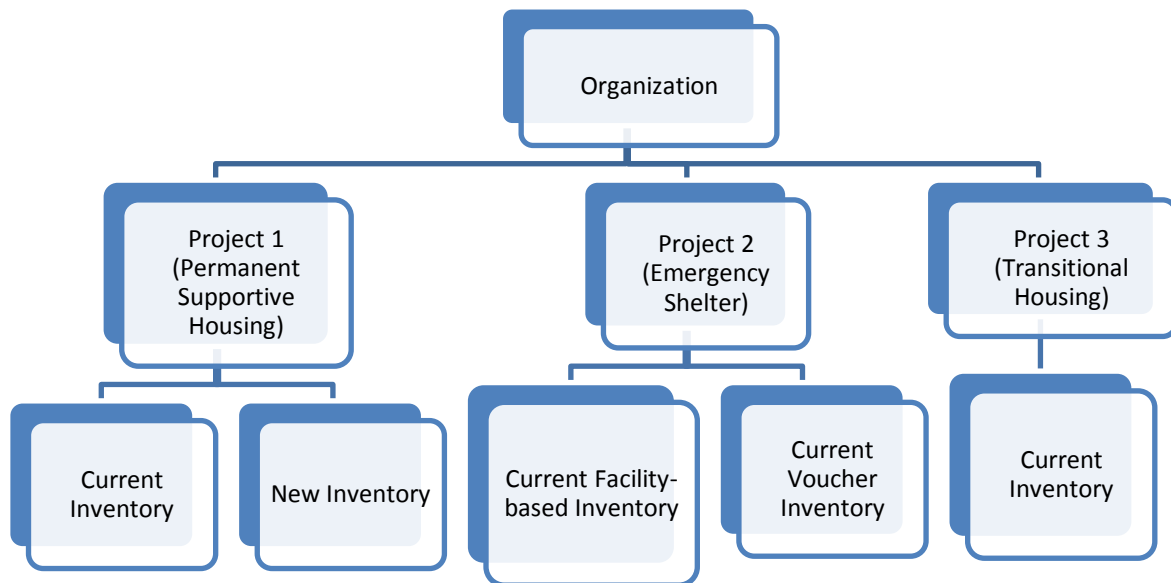
This section of the guidance document provides a general overview of the HIC Module components and structure. Specific data entry instructions for each HIC Component are further explained in [Section 3.4 Creating and Submitting 2015 HIC Data](#).

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

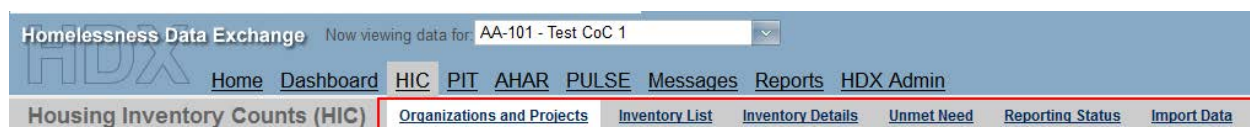
- **Organization records** – Organizations only have one characteristic – the organization name. In order to appear on the HIC, an organization must have at least one provider project, and a single organization may have many projects.
- **Project records** – Projects belong to an organization and have 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

**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).

Organization View ☒ Project View ☐ Add Organization or Project

ID	Organization Name	Year	Status	Total Projects	Total Beds
128	163rd Street Improvement Council	2015	Active	4	50

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

Housing Inventory Counts (HIC)

Organizations and Projects

Inventory List

Inventory Details

Unmet Need

Reporting Status

Import Data

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: 1/28/2015

Change Date

Choose Columns

Show more search options

Search

Year2015







ProjectAny

Search Inventory

Show All

Export to Excel

Add Organization or Project

Proj Star	Year	Type	Organization Name	Project Name	Geo Code	Bed Type	Target Pop. A	McKinney-Vento	Beds Hlt w/ Children	Beds Hlt w/o Children	Beds Hlt w/ only Children	CH Beds	Veteran Beds	Youth Beds	Youth Age Group	PIT Count	Total Beds	
★	2015	PH	163rd Street Improvement Council	Odgen Avenue Residence	261074		HC	No										 
★	2015	PH	163rd Street Improvement Council	Odgen Avenue Residence	261074		HC	No	3	2	4		1	2	18-24	9		 
★	2015	ES	163rd Street Improvement Council	Youth II	010072	Facility-based beds	SMF	No		25	10		0	25	<=24	35		 

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

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**  
163rd Street Improvement Council

**Project**  
Odgen Avenue Residence

**Project Characteristics for 2015**  
Project Type  
PH: Permanent Housing
Project Sub-Type  
RRH: Rapid Re-housing
Geo Code  
261074 (CANTON TWP)
Target Population A  
SMF+HC: Single males and females plus households wi
Target Population B  
NA: Not Applicable
HUD McKinney-Vento funded?  
☒ Yes ☐ No

**Project Inventory**
2015
Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
119418	2015	C	125		

★ Row # 119418 - 163rd Street Improvement Council - Odgen Avenue Residence - 2015

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
100	30	100	25	20		

Veterans Youth

Beds	Beds
5	0

☐ Under 18 Only
☐ 18-24
☐ up to 24

Notes

Point-in-Time Homeless Count of People in These Beds (No Date):  
Set Date
120

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

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: 1/28/2015 [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
<b>Emergency Shelter</b>							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
<b>Transitional Housing</b>							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0		
<b>Safe Haven</b>							
		<input type="text"/>			0		
<b>Permanent Housing</b>							
<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 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

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

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

Year: 2015

Current Status	In Progress - Please fix errors to submit <a href="#">Submit Data</a>
Date of the Housing Inventory Counts	1/28/2015 <a href="#">Change</a>
Reports +	13
Last Update On	3/18/2015
Last Update By	Tracy D'Alanno
Submitted On	-
Submitted By	-
Validation Errors +	3950 Validation Errors - Please fix in order to submit data <a href="#">Print</a>
Validation Warnings +	24 Validation Warnings <a href="#">Print</a>
Messages +	No Messages

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.

The screenshot shows the top navigation bar with links: Home, Dashboard, HIC, PIT, AHAR, PULSE, Messages, Reports, HDX Admin. Below this is a sub-navigation bar for 'Housing Inventory Counts (HIC)' with links: Organizations and Projects, Inventory List, Inventory Details, Unmet Need, Reporting Status, and Import Data. The main heading is 'Import Data to AA-105 - Test CoC 5'. The interface has two tabs: 'Duplicate Previous Year' (highlighted with a red box) and 'Upload CSV Files'. The 'Duplicate Previous Year' tab contains the following text: 'Click the button "Copy Previous Year" to copy data from your last complete HIC (Inventory Count Date 1/31/2014) to the next year (2015).' Below this text is a date picker set to '1/31/2015' and a blue button labeled 'Copy Previous Year'.

The screenshot shows the same top navigation bar and sub-navigation bar as the previous image. The main heading is 'Import Data to AA-105 - Test CoC 5'. The interface has two tabs: 'Duplicate Previous Year' and 'Upload CSV Files' (highlighted with a red box). The 'Upload CSV Files' tab contains the following elements: a date picker for 'Date of the Housing Inventory Counts:' set to '1/31/2015'; three file selection rows, each with a 'Browse...' button and the text 'No file selected.' (Site Information File, Agency Project File, and Bed Inventory File); and a blue 'Upload' button at the bottom left.



## 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.

Homelessness Data Exchange Now viewing data for: AA-105 - Test CoC 5

Home Dashboard HIC PIT AHAR PULSE Messages Reports HDX Admin

Dashboard Reporting Status CoC Overview

### Reporting Status for AA-105 - Test CoC 5

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

Housing Inventory Counts	Report Due: 4/30/2015	Point-in-Time Counts	Report Due: 4/30/2015
Status: No 2015 Data	Errors: - Warnings: -	Status:	Errors: - Warnings: -
<p>Date of Inventory Count: - Total Organizations: 0 Total Projects: 0 Total Year-Round Beds: - Total Sheltered PIT<sup>1</sup>: - Utilization Rate: - Updated By: - Updated On: -</p> <p><a href="#">Copy data from 2014</a></p> <p><a href="#">View HIC</a></p>		<p><b>Sheltered Populations (most recent count)</b> Date of Count: - Total Persons: - Total Households: -</p> <p><b>Unsheltered Populations (most recent count)</b> Date of Count: - Total Persons: - Total Households: -</p> <p><a href="#">View PIT</a></p>	

**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.

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

**Import Data to AA-105 - Test CoC 5**

**Duplicate Previous Year** Upload CSV Files

Click the button "Copy Previous Year" to copy data from your last complete HIC (Inventory Count Date 1/31/2014) to the next year (2015).

Date of the Housing Inventory Counts: 1/31/2015 **Copy Previous Year**

## 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.

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

**Import Data to AA-105 - Test CoC 5**

**Duplicate Previous Year** **Upload CSV Files**

Date of the Housing Inventory Counts:

Site Information File:  No file selected.

Agency Project File:  No file selected.

Bed Inventory File:  No file selected.

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:

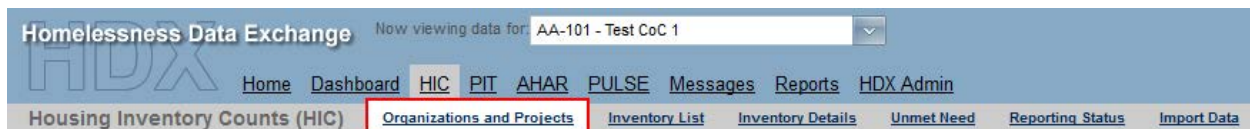
- Entering the address for all projects, except for Victim Service Provider projects. Scattered site projects have the option to not enter a specific address.
- Reporting the number of overflow beds that were available for occupancy on the night of the inventory count, or if there is not fixed number 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](#) for more information about updated HIC data collection and reporting requirements.

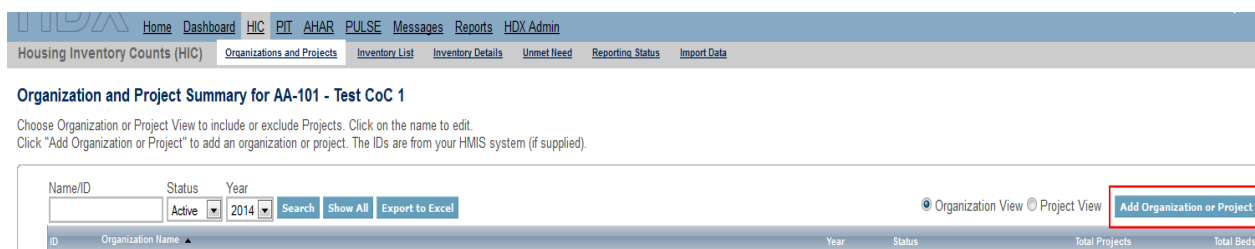
## 3.5 Organization and Project Information

### 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.

Scattered Sites ☐ Yes ☐ No

Victim Service  
Provider? ☐ Yes ☐ No

**Site Address (optional for scattered site projects)<sup>1</sup>**

Address Line 1

Address Line 2

City

State/Zip

**Save**

**Help**

Closing a project removes it from this year's inventory.

Do not close seasonal projects or projects that are available for part of the year.

Use notes section to document dates for projects that permanently or temporarily closed for part of the year.

<sup>1</sup> Enter the address associated with the principal project service site (where most project housing is located in the CoC geographic area), including the street address, city, state, and zip code.

- Scattered-site projects choosing to enter an address, should record the address of their administrative office.
- Victim service providers should not record address information.

### 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.

### 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.

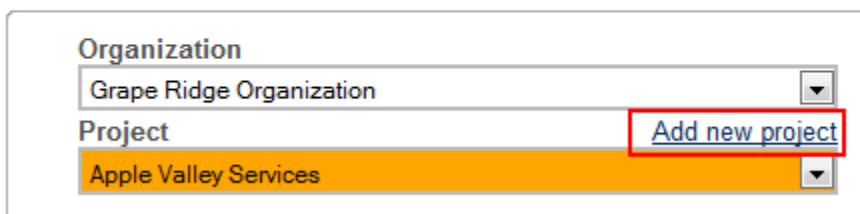
From the Organization option list, select the name of the organization that the new project belongs to.

### Project Inventory Details

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

## Project Inventory Details

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



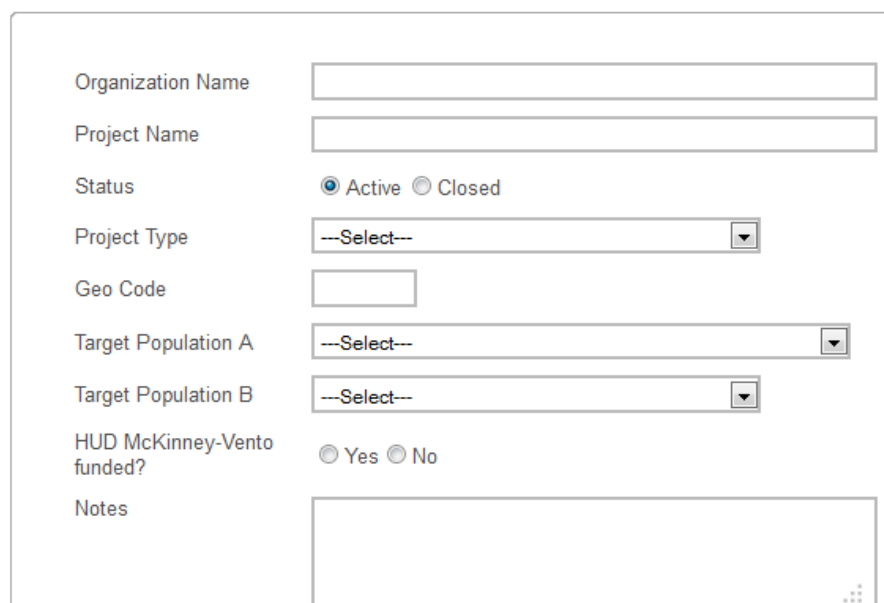
The screenshot shows a web form with two dropdown menus. The first dropdown is labeled 'Organization' and has 'Grape Ridge Organization' selected. The second dropdown is labeled 'Project' and has 'Apple Valley Services' selected. To the right of the 'Project' dropdown, there is a blue link labeled 'Add new project' which is enclosed in a red rectangular box.

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.



The screenshot shows a form titled 'Add Organization or Project'. It contains several input fields and radio buttons. The fields are: 'Organization Name' (text box), 'Project Name' (text box), 'Status' (radio buttons for 'Active' and 'Closed', with 'Active' selected), 'Project Type' (dropdown menu with '--Select--' selected), 'Geo Code' (text box), 'Target Population A' (dropdown menu with '--Select--' selected), 'Target Population B' (dropdown menu with '--Select--' selected), 'HUD McKinney-Vento funded?' (radio buttons for 'Yes' and 'No', with 'Yes' selected), and 'Notes' (text area). The 'Save' button is located at the bottom right of the form.

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.

## 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** [Add new project](#)  
Bronx Basic Clusters

**Project Characteristics for 2015**  
Project Type  
DEM: Rapid Re-housing Demonstration Projects  
Geo Code  
364436 (NEW YORK CITY)  
Target Population A  
SMF+HC: Single males and females plus households with...  
Target Population B  
--Select--  
HUD McKinney-Vento funded?  
☐ Yes ☒ No

**Project Inventory** 2015 [Add Inventory](#)  

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
119880	2015	C	250		

**★ Row # 119880 - Apple Valley Services - Bronx Basic Clusters - 2015**  
[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
239	77		11			

Veterans Youth  

Beds	Beds
50	0

☐ Under 18 Only ☐ 18-24 ☐ up to 24  
Notes  
  
Point-in-Time Homeless Count of People in These Beds (No Date): [Set Date](#) 230  
[Assign inventory to different project](#) [Save](#)

### 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.

Homelessness Data Exchange Now viewing data for: AA-101 - Test CoC 1  
HDX 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 Search Show All Export to Excel  

Active 2014

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

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	<input type="button" value="Search"/>	<input type="button" value="Show All"/>	<input type="button" value="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 IIII 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

### 3.5.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.

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													
<input type="text"/>	Active	2015	<input type="button" value="Search"/>	<input type="button" value="Show All"/>	<input type="button" value="Export to Excel"/>	<input type="radio"/> Organization View <input checked="" type="radio"/> Project View		<input type="button" value="Add Organization or Project"/>							
ID	Organization Name	ID	Project Name	Project Type	Geo Code	Target Pop. A	Target Pop. B	McKinney-Vento	Address	City	State	Zip	Year	Status	Total Beds
126	163rd Street Improvement Council	664	Odgen Avenue Residence	RRH	261074	SMF+HC	NA	Yes	ssdfsdf	ko	AR	34563	2015	Active	125
126	163rd Street Improvement Council		Youth Project	ES	010216	YF	NA	No					2015	Active	20

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

**Housing Inventory Counts (HIC)** [Organizations and Projects](#) [Inventory List](#) [Inventory Details](#)

**Edit Project "Transitional Housing"**

Update the details of this project and click SAVE.

Organization Name	<input type="text" value="Abyssinian Development corporation"/>
Project Name	<input type="text" value="Transitional Housing"/>
Status	<input checked="" type="radio"/> Active <input type="radio"/> Closed
Project Type	<input type="text" value="PH: Permanent Housing"/>
Sub-Type	<input type="text" value="---Select---"/>
Geo Code	<input type="text" value="364436"/> (NEW YORK CITY)
Target Population A	<input type="text" value="HC: Households with children"/>
Target Population B	<input type="text" value="HIV: HIV/AIDS populations"/>
HUD McKinney-Vento funded?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Notes	<div></div>

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.

## 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**  
Bronx Basic Clusters [Add new project](#)

**Project Characteristics for 2015**

Project Type  
DEM: Rapid Re-housing Demonstration Projects

Geo Code  
364436 (NEW YORK CITY)

Target Population A  
SMF+HC: Single males and females plus households wi

Target Population B  
---Select---

HUD McKinney-Vento funded?  
☐ Yes ☒ No

**Project Inventory** 2015 [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
119880	2015	C	250	230	92 %

★ Row # 119880 - Apple Valley Services - Bronx Basic Clusters - 2015

[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
239	77		11			

Veterans Youth

Beds	Beds
50	0

☐ Under 18 Only ☐ 18-24 ☐ up to 24

Notes

Point-in-Time Homeless Count of People in These Beds (No Date): [Set Date](#) 230

## 3.6 Project Inventory Details

### Special Instructions for Emergency Shelter (ES) Projects

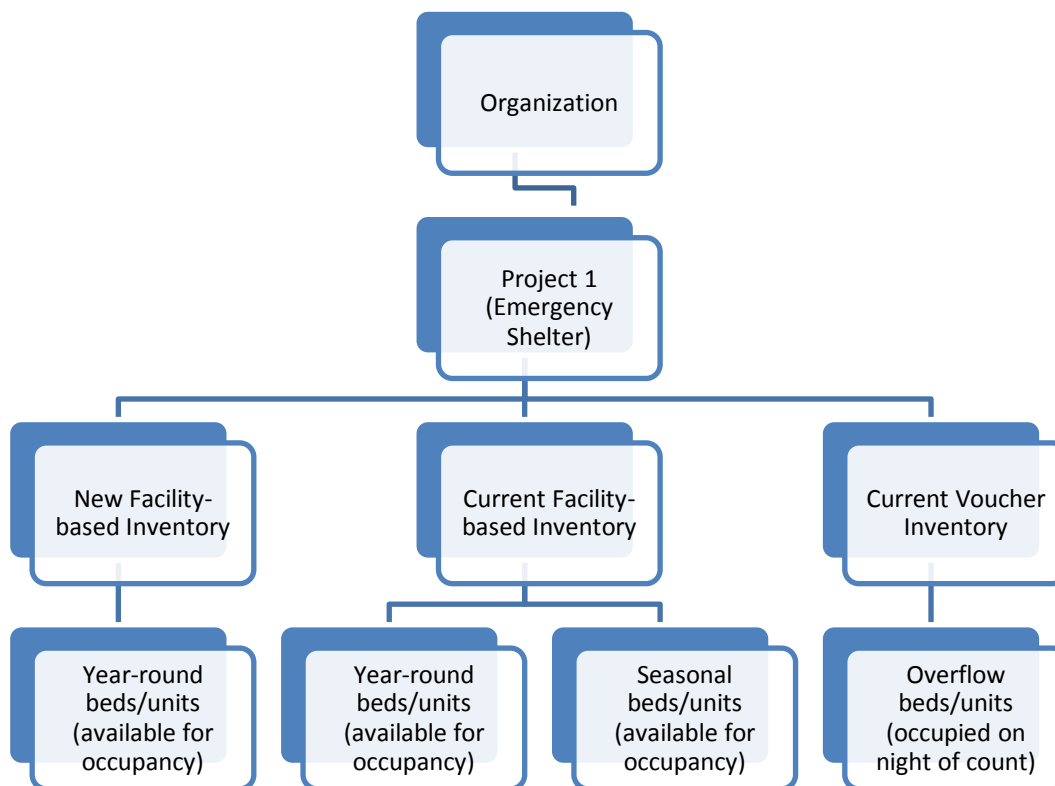
Emergency Shelter Projects will need to identify both the *type* and *availability* of beds offered by the emergency shelter project. Please follow the instructions below, from page 10 of the [Notice CPD-14-014: 2015 HIC and PIT Data Collection for CoC and ESG Programs](#) to correctly document bed type 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:**

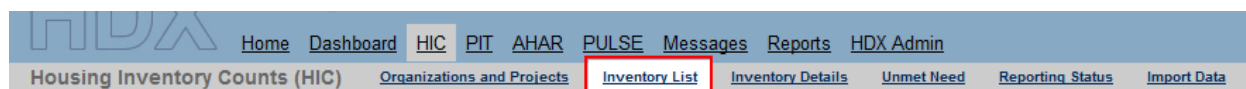
- A. **Year-Round Beds/Units:** Year-round beds and units are available on a planned year-round basis.
- B. **Seasonal Beds (*Emergency Shelter Only*):** Seasonal beds (during a defined period of high demand) are not available year-round, but instead are available on a planned basis, with set start and 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, 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.

### 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  Project  [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	Abbyssinian 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

HDX

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.

## 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

New Organization

Project

New Project

Project Characteristics for 2015

Project Type

TH: Transitional Housing

Geo Code

080180 (BROOMFIELD CITY/COUNTY)

Target Population A

HC: Households with children

Target Population B

NA: Not Applicable

HUD McKinney-Vento funded?

☒ Yes ☐ No

Project Inventory

2015

Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
119914	2015	C			

★ Row # 119914 - New Organization - New Project - 2015

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

Veterans

Youth

Beds

Beds

☐ 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

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](#) to correctly document bed type and availability 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

New Organization

Project

New Project

Project Characteristics for 2015

Project Type

ES: Emergency Shelter

Geo Code

080180 (BROOMFIELD CITY/COUNTY)

Target Population A

HC: Households with children

Target Population B

NA: NotApplicable

HUD McKinney-Vento funded?

☒ Yes ☐ No

Help

Bed Type [2.9B] (Emergency Shelter Only): The Bed Type describes the type of beds offered by emergency shelter projects according to the following:

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

Project Inventory

2015

Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
119914	2015	C			

★ Row # 119914 - New Organization - New Project - 2015

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

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.

### 3.6.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.



**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.

## PIT Counts

<b>Date of PIT Count</b> <input type="text"/>	<b>Populations in this Count</b> <input checked="" type="radio"/> Sheltered and Unsheltered Count <input type="radio"/> Sheltered-Only Count	<a href="#">Hide Error Messages</a> <a href="#">Print Errors</a> <a href="#">Save</a>
<b>Received HUD Waiver?</b> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not applicable		

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.

In the example below, 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.

### 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** [Add new project](#)  
Bronx Neighborhood

**Project Characteristics for 2015**  
Project Type  
TH: Transitional Housing

Geo Code  
364436 (NEW YORK CITY)

Target Population A  
HC: Households with children

Target Population B  
---Select---

HUD McKinney-Vento funded?  
☐ Yes ☒ No

**Project Inventory**
2015
Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
119719	2015	C	100		
119915	2015	N	50		

★ Row # 119915 - Aguilla Foundation - Bronx Neighborhood - 2015

[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
50	25	50				

Veterans Youth

Beds	Beds
0	0

☐ Under 18 Only ☐ 18-24 ☐ up to 24

Notes

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**
2015
Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
119719	2015	C	150	140	93 %
119915	2015	N	50		

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

**Project Inventory**
2015
Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
119719	2015	C	150	140	93 %

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](#).

[Home](#)
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[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: 2015
Date of the Housing Inventory Counts: 1/28/2015 [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
<b>Emergency Shelter</b>							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
<b>Transitional Housing</b>							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0		
<b>Safe Haven</b>							
		<input type="text"/>			0		
<b>Permanent Housing</b>							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0		

Save

## 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.

Organization: 163rd Street Improvement Council

Project: Odgen Avenue Residence

Project Characteristics for 2015:

- Project Type: PH: Permanent Housing
- Project Sub-Type: --Select--
- Geo Code: 261074 (CANTON TWP)
- Target Population A: CO: Couples only, no children
- Target Population B: NA: Not Applicable
- HUD McKinney-Vento funded?: Yes No

Project Inventory:

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
119418	2015	C	125	120	96 %

★ Row # 119418 - 163rd Street Improvement Council - Odgen Avenue Residence - 2015

Hide Errors Print Errors Help Save

Inventory Type: ☒ Current Inventory ☐ New Inventory ☐ Under Development

Validation Error: Please select a program sub-type

Validation Error: Please enter the number of youth beds

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

Notes:

Point-in-Time Homeless Count of People in These Beds on 1/30/2015: Change Date

Assign inventory to different project Save

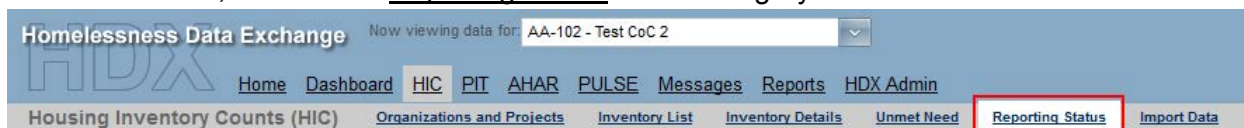
### Reporting Status for AA-105 - Test CoC 5

Year: 2015

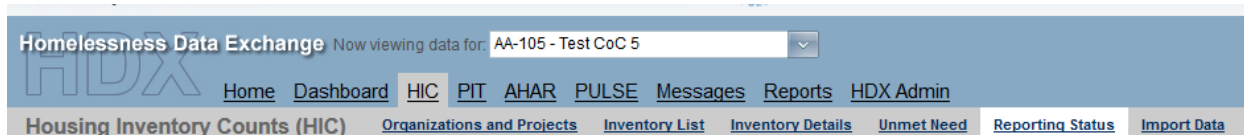
Current Status	In Progress - Please fix errors to submit	Submit Data				
Date of the Housing Inventory Counts	<a href="#">Set Date</a>					
Reports +	13					
Last Update On	3/18/2015					
Last Update By	Tracy D'Alanno					
Submitted On	-					
Submitted By	-					
Validation Errors -	1 Validation Error - Please fix in order to submit data <a href="#">Print</a> <table border="1"> <thead> <tr> <th>Organization/Project</th> <th>Error</th> </tr> </thead> <tbody> <tr> <td>Unmet Need Chart</td> <td>The Unmet Need chart must be completed prior to submitting final data. <a href="#">Fix This</a></td> </tr> </tbody> </table>		Organization/Project	Error	Unmet Need Chart	The Unmet Need chart must be completed prior to submitting final data. <a href="#">Fix This</a>
Organization/Project	Error					
Unmet Need Chart	The Unmet Need chart must be completed prior to submitting final data. <a href="#">Fix This</a>					
Validation Warnings +	0 Validation Warnings					
Messages +	No Messages					

### 3.9 Submitting HIC Data to HUD

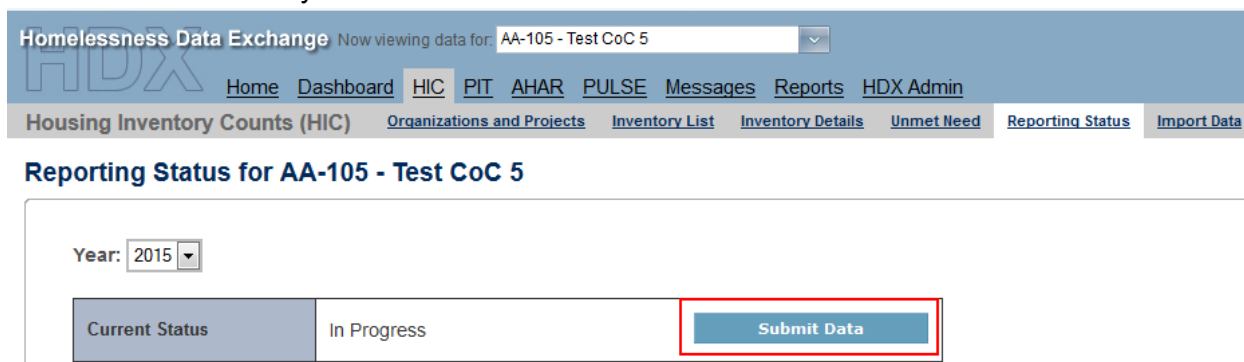
HIC data **MUST** be submitted to HUD in the HDX by midnight on **Thursday, April 30, 2015**. To submit HIC data, click on the Reporting Status tab on the gray toolbar.



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.

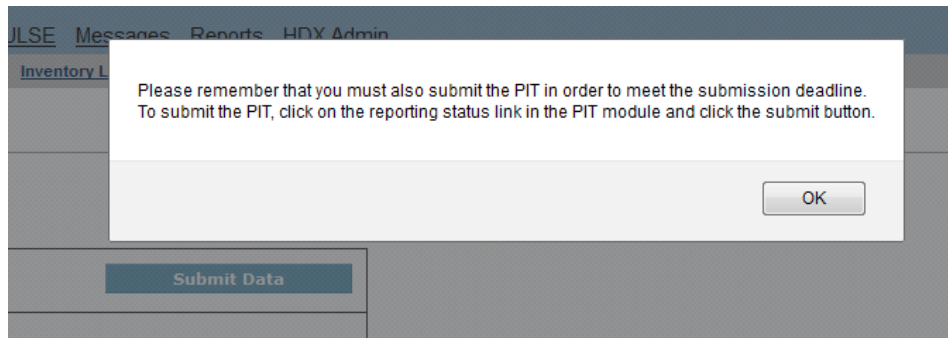


If your HIC data is error-free, the *Submit Data* button in the top right corner of the table will be blue. Click it to submit your HIC data to HUD.



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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