

February

2016

Version 1.0

# 2016 Housing Inventory Count and Point-in-Time 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 2016 Housing Inventory Count (HIC) and Point-in-Time (PIT) count data to the U.S. Department of Housing and Urban Development (HUD). Staff should review this guidance and use it as a reference when preparing their data for submission. For information on what information needs to be submitted and how to collect HIC and PIT data, please see [Notice CPD-15-010: 2016 HIC and PIT Data Collection for CoC and ESG Programs](#).

All CoCs must submit their HIC and PIT count data through [HUD's Homelessness Data Exchange \(HDX\)](#). CoCs will be able to enter HIC and PIT count data beginning **Tuesday March 1, 2016**, and CoCs must submit their 2016 HIC and PIT count data by **Monday, May 2, 2016, 7:59:59 p.m. eastern time**. Submitting the HIC and the PIT data in HDX is a **2 PART** process. CoCs must submit both the data entered into the HIC module and the data entered into the PIT count module in the HDX by the deadline in order to be considered complete. Meeting the HIC and PIT count data submission deadline is a factor considered by HUD in the annual CoC Program Competition.

The Collaborative Applicant/Primary Contact in HDX for each CoC is responsible for ensuring that the 2016 HIC and PIT count data is entered completely and accurately by the submission deadline.

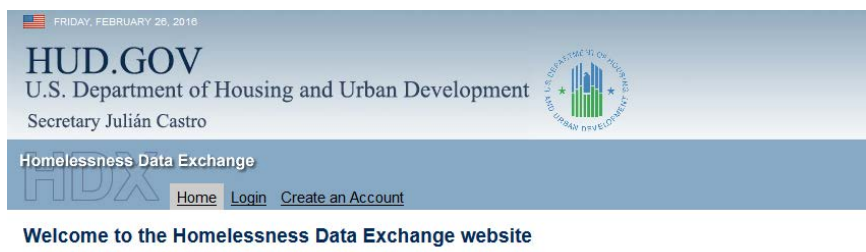
If you have any questions about entering HIC or PIT count data that are not covered in this guidance or in [Notice CPD-15-010: 2016 HIC and PIT Data Collection for CoC and ESG Programs](#), please visit the [Ask a Question](#) page on the [HUD Exchange](#). To ensure that your question is routed to the correct staff, select **HDX: Homelessness Data Exchange (including PIT, HIC and AHAR)** at the top of page 2, under the Reporting Systems headline in response to the "my question is related to" prompt. You may also review the questions and answers posted on the [HDX Frequently Asked Question \(FAQ\)](#).

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

---

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

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



This section will introduce the HDX system and provide an overview of how to create accounts, update accounts, and assign access rights in the HDX.

## 2.1 Create an HDX Account

In order to enter, edit, and submit HDX data, a user must first establish an account and a password at the [## 2.2 Update an HDX Account](http://HUDHDX.info>Create an Account</a> webpage. Once an account has been created the CoC Collaborative Applicant can then sign-in to HDX and authorize user rights to the various modules.</p></div><div data-bbox=)

Individuals who already have an HDX account do not need to re-register, but should confirm that their contact information is accurate and complete to avoid missing important system messages.

Users may view and edit their account information by navigating to the Dashboard and clicking the link: [Click here to update your account information](#), or by clicking their name in the upper right corner of any HDX screen.

After editing, click the blue *Save* or *Change Password* buttons to update the user's contact information.

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

Homelessness Data Exchange  
**HDX** Home Login **Create an Account**

### Create an Account

(\* required)

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

\* Confirm Email:

\* First Name:

\* Last Name:

\* Name of Organization:

\* User Type:

Your CoC:

Address:

City:

\* State:

Zip:

\* Phone:  ext:

Phone 2 (mobile, etc.):  ext:

Fax:

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

\* Password:

\* Confirm Password:

Security Question:

\* Security Answer:

steeden much  
Type the two words:   
reCAPTCHA™  
stop spam.  
read books.

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

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

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

### Housing Inventory Counts

Status: In Progress

Report Due: 4/30/2016

Errors: 1425

Warnings: 27

Date of Inventory Count: 1/28/2016

Total Organizations: 211

Total Projects: 872

Total Year-Round Beds: 63812

Total Sheltered PIT1: 44

Utilization Rate: %

Updated By: Stefan Baumgartner

Updated On: 2/4/2016

[View HIC](#)

### Point-in-Time Counts

Status: In Progress

Report Due: 4/30/2016

Errors: 24

Warnings: 2

#### Sheltered Populations (most recent count)

Date of Count: 1/28/2016

Total Persons: 0

Total Households: 23

#### Unsheltered Populations (most recent count)

Date of Count: 1/28/2016

Total Persons: 0

Total Households: 0

[View PIT](#)

## My Account

### Account Details

First Name:

Last Name:

Organization:

Address:

City:

State:

Zip:

Email:

Phone:

Phone 2:

Fax:

Account Details Saved.

[Save](#)

### Change Password

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

Old Password:

New Password:

Confirm Password:

[Change Password](#)

## 2.3 The HDX Primary Contact/CoC Collaborative Applicant

Each CoC must designate a **Primary Contact** in HDX. The Primary Contact is the contact person for the HUD approved Collaborative Applicant and that individual is responsible for ensuring that HUD receives complete and accurate HIC and PIT count data from the CoC by the deadline

indicated above. To achieve this, the Collaborative often allows other CoC staff to access to the PIT, HIC, and AHAR HDX modules as authorized users.

The CoC Collaborative Applicant contact person is typically the person listed in the CoC's most recent CoC Program Competition registration. Users can also determine their CoC HDX primary contact via the [About Grantees page on the HUD Exchange](#): select "CoC: Continuum of Care program" via the middle option ("View Organization by Program"), and then look for a specific CoC. The person listed as the Collaborative Applicant is also the person who serves as the HDX Primary Contact.

CoCs who need to update or change their Collaborative Applicant contact person should submit a written request to HUD through the [HUD Exchange Ask A Question](#) page. Such a request must follow the protocol outlined in the HUD Exchange Frequently Asked Question: <https://www.hudexchange.info/faqs/778/how-do-we-change-the-primary-contact/>.

## 2.4 Adding and Updating CoC HDX Users

Annually, each CoC's HDX Primary Contact should verify that the list of authorized users for the CoC is accurate and current.

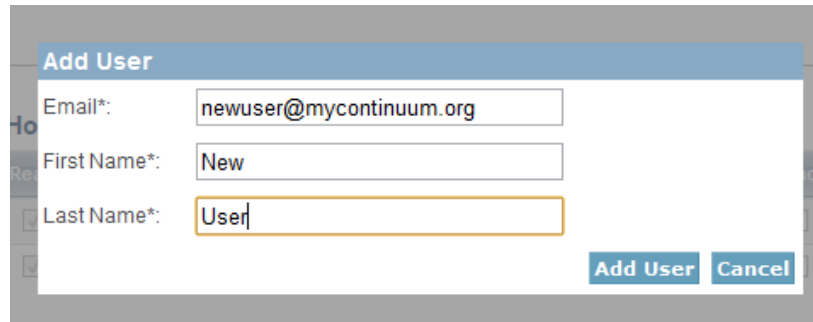
Before a user can see, edit, or submit data for their CoC, the Primary Contact must add them to the CoC in the HDX system. **To add users**, the CoC HDX Primary Contact will click on the *Add User* button on the [HDX Admin](#) tab:

The screenshot shows the 'HDX Admin' tab selected in the top navigation bar. Below the navigation bar, the 'HDX Admin' section is visible. It contains a table with columns for 'User', 'CoC', 'Housing Inventory', 'PIT Counts', 'AHAR', and 'PULSE'. Each of these columns has sub-columns for 'Read', 'Write', and 'Submit' permissions. The 'CoC' column also has a 'Primary' sub-column. The table lists two users: Lauren Dunton and Molly McEvilley. Lauren Dunton is the primary contact, indicated by a radio button in the 'Primary' column. The 'Add User' button is highlighted with a red box at the bottom right of the table.

User	CoC	Housing Inventory	PIT Counts	AHAR	PULSE						
	Primary	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"/>	<a href="#">Remove</a>
Molly McEvilley	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	

[Add User](#) [Save](#)

This will bring up a form in which the Primary Contact can enter the email address, first name, and last name for the new user. The Primary Contact should carefully enter the exact same contact information as the user did or will do when he or she creates his or her account; the account may not activate appropriately and the user will not be able to access the CoC's data in HDX if the contact information is not entered exactly the same by the Primary Contact and new HDX user.



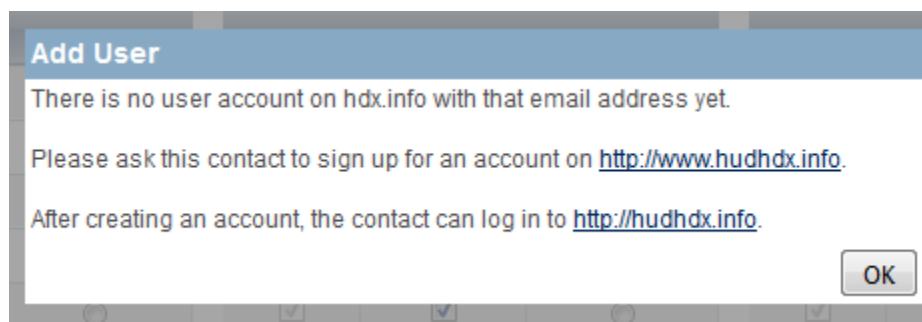
**Add User**

Email\*:

First Name\*:

Last Name\*:

The HDX will display an alert if it is unable to find an account associated with that email address. The CoC Primary Contact should notify users who have not yet created an account and ask them to register at the [HUDHDX.info Create an Account](http://www.hudhdx.info) site.



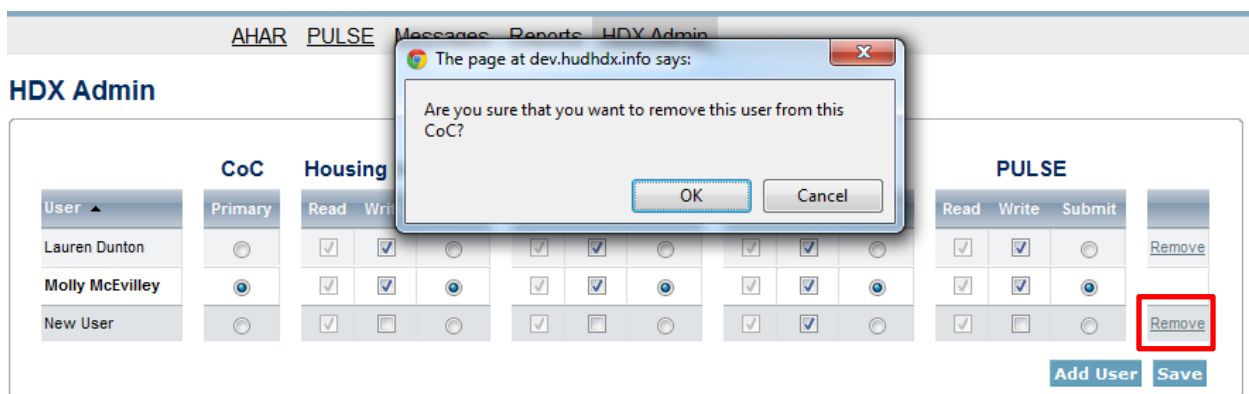
**Add User**

There is no user account on hdx.info with that email address yet.

Please ask this contact to sign up for an account on <http://www.hudhdx.info>.

After creating an account, the contact can log in to <http://hudhdx.info>.

The Primary Contact should periodically review all CoC users to ensure that all users have appropriate levels of access and are still affiliated with the CoC and require access to the data. **To remove users** who no longer need access to the HDX, the CoC HDX Primary Contact may click the *Remove* link in the far right column. A message will appear asking for verification; click *OK*, and the user will be deleted.



**HDX Admin**

Navigation: AHAR | PULSE | Messages | Reports | HDX Admin

User	CoC		Housing				PULSE				Remove
	Primary	Read	Write	Submit	Read	Write	Submit				
Lauren Dunton	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>	
Molly McEvelley	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>	
New User	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Remove"/>	

**Confirmation Dialog:**

The page at dev.hudhdx.info says:

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



## 2.5 Assign Users' Access Levels for HDX Modules

As part of finalizing the list of CoC HDX users, the CoC HDX Primary contact determines the degree of HDX privileges appropriate for each user.

The CoC HDX Primary contact must individually assign or modify 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 are:

- **Read** – user can see the screens and any data that has been entered, but cannot enter or edit data;
- **Write** – user can enter and edit data, but cannot submit data; and
- **Submit** – user has the authority to approve and submit data to HUD.

Navigation: 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**

## 3. HOUSING INVENTORY COUNT SUBMISSION GUIDANCE

### 3.1 Important Changes to HIC Reporting Requirements

The following six new or clarified reporting requirements are highlighted in the [2016 HIC/PIT Data Collection Notice](#):

1. HUD has clarified that CoCs will only report rapid re-housing (RRH) beds and units that are occupied by RRH participants on the night of the count (i.e., in their own permanent housing unit and actively enrolled in RRH on the night of the count), whether or not rental assistance was provided.
2. CoCs that have beds dedicated to veterans, youth, and individuals and persons in families experiencing chronic homelessness will need to report those beds by household type, instead of providing a single number of dedicated beds. For instance, if a project has 10 beds dedicated to serving youth, instead of merely reporting 10 beds dedicated to youth, the CoC will report based on how many of the 10 beds serve households with at least one adult and one child, households without children, and households with only children.

3. HUD will no longer be collecting the unmet need data as part of its HIC data collection process in HDX. As part of their local planning process, CoCs should continue to analyze their homeless response system to determine what inventory is needed to meet their local needs.
4. CoCs should no longer report inventory and persons in VA-funded Mental Health Residential Rehabilitation Treatment Program – Domiciliary Care for Homeless Veterans (i.e., VADOM) as part of the HIC and PIT count.
5. HUD has created a new data collection field for CoCs to indicate for each project whether it is funded through other federal funding sources than HUD McKinney-Vento funding.
6. HUD has included a new field to record the TH Unit Type. Similar to the Bed Type field for Emergency Shelter projects, the TH Unit Type field allows communities to indicate whether the persons served in the TH projects are served in a single site (i.e., congregate or project-based) or multiple sites (i.e., scattered-site or clustered).

## 3.2 Navigating the HIC Module in HDX

This section of the guidance 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 2016 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. A project can have only one name, and, likewise, it can have only one project type and one geocode. 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. In addition, Emergency Shelters that have more than one Bed Type and (*new this year*) Transitional Housing projects that have both single and multiple sites will have more than one inventory record. For example, in the chart below, each green box requires a distinct inventory record:

- Project 1 (Permanent Supportive Housing) has both current and new inventory;

- 
- ```
graph TD; Organization[Organization] --> Project1[Project 1  
(Permanent Supportive Housing)]; Organization --> Project2[Project 2  
(Emergency Shelter)]; Organization --> Project3[Project 3  
(Transitional Housing)]; Project1 --> C1[Current Inventory]; Project1 --> N1[New Inventory]; Project2 --> C2[Current Inventory]; C2 --> F1[Facility-based]; C2 --> V1[Voucher]; Project3 --> C3[Current Inventory- all single site]; Project3 --> N2[New Inventory]; N2 --> S1[Single site]; N2 --> M1[Multiple sites];
```

[Homelessness Data Exchange](#)
 Now viewing data for: AA-102 - Test CoC 2

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

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

### 3.2.a Organizations & Projects Overview

March 2016

Actions available from the Organizations and Projects tab:

- Review a list of organizations included in the CoC's HIC (Organization View);
- Review a list of all organizations and projects included on the CoC's 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;
- Filter the lists by year and project status (Active or Closed);
- Add a new organization and/or project (using the blue button on the top, right);
- Edit the basic characteristics of an existing project (by clicking on the project in Project View); and
- Edit the name of an existing organization (by clicking on the organization in Organization View).

### 3.2.b Inventory List Overview

Actions available from the Inventory List tab:

- Enter the date of the CoC's 2016 HIC (the first link in the top row of the screen, above the row with the Search box);
- Review a complete list of the CoC's housing inventory for 2016 and previous years;
- Choose which columns to display (the second link in the top row);
- 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 (options next to the Search box);
- Export the CoC's housing inventory data to Excel (blue button on the top, right);
- Duplicate a record of an existing project to create a new project record; and
- Delete a project record.

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

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

Housing Inventory Counts (HIC) Organizations and Projects **Inventory List** Inventory Details HIC Questions 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 **1/28/2016** Change Date Choose Columns Show more search options

Search  Year **2016** Project **Any** Search Inventory Show All

| Star | Row #  | Year | Proj. Type | Organization Name                | Project Name | Geo Code | Inventory Type | TH Unit Type | Bed Type | Target Pop. A | Target Pop. B | McKinney-Vento | Veteran Beds HH w/ Children | Youth Beds HH w/ Children |
|------|--------|------|------------|----------------------------------|--------------|----------|----------------|--------------|----------|---------------|---------------|----------------|-----------------------------|---------------------------|
| ★    | 120790 | 2016 | TH         | 163rd Street Improvement Council | Youth III    | 010072   | C              | Multiple     |          | SMF+HC        | HIV           | Yes            |                             |                           |
| ★    | 120800 | 2016 | TH         | 163rd Street Improvement Council | Youth III    | 010072   | N              | Single       |          | SMF+HC        | HIV           | Yes            |                             |                           |
| ★    | 120795 | 2016 | TH         | 163rd Street Improvement Council | Youth IV     | 080144   | C              |              |          | YMF           | NA            | Yes            |                             |                           |

The *Add Organization or Project* button on this tab (blue button on the top, right) takes the user to a form on the Organizations and Projects tab for creating a new project.

Clicking on a project's name on this tab, takes the user to the Inventory Details tab for that project, where project bed and unit inventory data can be added or edited.

The *Export to Excel* button (blue button on the top, right) on this tab allows a CoC to export housing inventory into an Excel file.

### **3.2.c Project Inventory Details Overview**

Actions available from the Inventory Details tab:

- Review, add, and edit 2016 data for individual projects, including:
  - Project characteristics:
    - Project Type;
    - Geo Code
    - Target Population A
    - Target Population B
    - HUD McKinney-Vento Funded
    - Other Federal Funding Sources
  - Project Inventory data;
    - Inventory Type (ES Projects Only)
    - Bed Type (ES Projects Only)
    - Seasonal/Overflow Bed Count (ES Projects Only)
    - TH Unit Type
    - Year-Round Bed Count by Household Type
    - Sub-population Bed Counts for Veterans and Youth
    - Sub-population Chronic Bed Count (PSH Project Only)
  - Point-in-time counts – Total number of sheltered persons in the project on the night of the HIC and PIT count.
- Review inventory details data from previous years by clicking on the drop down arrow next to the date.

Organization

Addicts Rehabilitation Center

Project

Vincent Cyrus Plaza II

2016

Add Inventory

| Row #  | Year | Inventory | Total Beds | PIT Count | Utilization Rate |
|--------|------|-----------|------------|-----------|------------------|
| 122105 | 2016 | C         | 130        | 120       | 92 %             |

Project Characteristics for 2016

Project Type

ES: Emergency Shelter

Geo Code

364436 (NEW YORK CITY)

Target Population A

SMF+HC: Single males and females plus households with children

Target Population B

DV: Domestic violence victims

HUD McKinney-Vento funded?

☒ Yes ☐ No

Other Federal Funding Sources?

☐ Yes ☒ No

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 |
| 50                | 30         | 0         | 40                   | 0          | 40                          | 0         |
| Veterans Beds     | Youth Beds |           | Veterans Beds        | Youth Beds |                             |           |
| 0                 | 0          |           | 0                    | 0          |                             |           |

Seasonal Beds

|      |           |            |          |
|------|-----------|------------|----------|
| Beds | HMIS Beds | Start Date | End Date |
| 0    | 0         |            |          |

Overflow Beds

|      |           |
|------|-----------|
| Beds | HMIS Beds |
| 0    | 0         |

Notes

xxf das asf

Point-in-Time Homeless Count of People in These Beds on 1/28/2016:

120

Change Date

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 forms of payment.

C. **Other:** Beds located in a church or other facility not dedicated for use by persons who are homeless.

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

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

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

### HIC Questions for AA-101 - Test CoC 1

Year: 2016 Date of the Housing Inventory Counts: 1/28/2016 [Change](#) [Save](#)

1. Does the CoC use HMIS and project descriptor elements to populate the annual Housing Inventory Count (HIC)?

☐ Yes

☒ No

a. If no, does the CoC desire to use HMIS and project descriptor data elements to populate the annual Housing Inventory Count (HIC)?

☐ Yes

☐ No

New this year, the fifth tab, HIC Questions, replaces the Unmet Need tab. (CoCs are no longer required to report Unmet Need information to HUD.) The HIC Questions tab contains a single Yes or No question: “Does the CoC use HMIS and project descriptor elements to populate the annual Housing Inventory Count (HIC)?”

CoCs that indicate “No” are prompted to respond to a follow-up question: “If no, does the CoC *desire* to use HMIS and project descriptor data elements to populate the annual Housing Inventory Count (HIC)?”

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

### 3.2.e Reporting Status Overview

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

Reporting Status for AA-105 - Test CoC 5

Year: 2016

|                                      |                                                         |                             |
|--------------------------------------|---------------------------------------------------------|-----------------------------|
| Current Status                       | In Progress - Please fix errors to submit               | <a href="#">Submit Data</a> |
| Date of the Housing Inventory Counts | 1/27/2016                                               | <a href="#">Change</a>      |
| Report +                             | 13                                                      |                             |
| Last Update On                       | 2/22/2016                                               |                             |
| 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>       |
| Validation Warnings +                | 0 Validation Warnings                                   |                             |
| Messages +                           | No Messages                                             |                             |

Actions available from the Reporting Status tab:

- Submit 2016 HIC data (**Note: PIT data must be submitted separately from the PIT Reporting Status page**);
- Review and change the date of the CoC’s 2016 HIC – clicking on the change link will take you to another page where you can update the HIC count date;
- Access 13 different HIC reports – click on the plus sign to expand the report selection;
- See when and by whom the CoC’s HIC was last updated;
- See when and by whom the CoC’s HIC was submitted each year from 2008 through the present;

- Review validation errors that must be fixed in order to submit data - click on the plus sign to expand the error report;
- Review validation warnings; and
- Access messages relevant to the HIC.

### 3.2.f Import Data Overview

Actions available from the Import Data tab:

- Duplicate the previous year's HIC data to populate the 2016 HIC;
- Enter the Date of the Housing Inventory Count; and
- Import comma separated value (CSV) files generated by the CoC's HMIS to populate some of the 2016 HIC fields.

#### Duplicate Previous Year Data

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

Housing Inventory Counts (HIC) Organizations and Projects Inventory List Inventory Details HIC Questions 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 1/27/2015) to the next year (2016).

Date of the Housing Inventory Counts:  **Copy Previous Year**

#### Import Data from HMIS

Home Dashboard HIC PIT AHAR PULSE Messages Reports HDX Admin

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

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

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

Date of the Housing Inventory Counts:

Organization File:  No file selected.

Project File:  No file selected.

Inventory File:  No file selected.

Site File (optional):  No file selected.

**Upload**



### 3.3 Creating and Submitting 2016 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 the CoC's HMIS (optional);
2. Entering and reviewing or updating organization and project data;
3. Entering and reviewing or updating project inventory data;
4. Entering and reviewing PIT count data for each project inventory record; and
5. Submitting HIC data to HUD.

#### 3.3.a Creating 2016 HIC Data

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

CoCs may choose to copy HIC data from the previous year to populate and then update 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 2015* link in the Housing Inventory Counts box. This link leads to the Import Data tab.

Home Dashboard HIC PIT AHAR PULSE Messages Reports HDX Admin

Dashboard Reporting Status CoC Overview

### Reporting Status for AA-102 - Test CoC 2

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

| Housing Inventory Counts            | Report Due: 4/30/2016    | Point-in-Time Counts                               | Report Due: 4/30/2016     |
|-------------------------------------|--------------------------|----------------------------------------------------|---------------------------|
| Status: <b>No 2016 Data</b>         | Errors: -<br>Warnings: - | Status: <b>In Progress</b>                         | Errors: 20<br>Warnings: 2 |
| <b>Housing Inventory Counts</b>     |                          | <b>Point-in-Time Counts</b>                        |                           |
| Date of Inventory Count: -          |                          | <b>Sheltered Populations (most recent count)</b>   |                           |
| Total Organizations: 0              |                          | Date of Count: 1/28/2016                           |                           |
| Total Projects: 0                   |                          | Total Persons: 0                                   |                           |
| Total Year-Round Beds: -            |                          | Total Households: 0                                |                           |
| Total Sheltered PIT: -              |                          | <b>Unsheltered Populations (most recent count)</b> |                           |
| Utilization Rate: -                 |                          | Date of Count: 1/28/2016                           |                           |
| Updated By: -                       |                          | Total Persons: 0                                   |                           |
| Updated On: -                       |                          | Total Households: 0                                |                           |
| <a href="#">Copy data from 2015</a> |                          | <a href="#">View PIT</a>                           |                           |
| <a href="#">View HIC</a>            |                          |                                                    |                           |

From the Import Data tab, enter the date of the CoC's 2016 HIC, and click the *Copy Previous Year* button.

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

Housing Inventory Counts (HIC) Organizations and Projects Inventory List Inventory Details HIC Questions 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 1/27/2015) to the next year (2016).

Date of the Housing Inventory Counts:  **Copy Previous Year**

## Importing HIC Data Generated by HMIS

A CoC may choose to upload HIC data in CSV format that has been generated by the HMIS application, if the CoC's 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 sub-tab.

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

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

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

Date of the Housing Inventory Counts:

Organization File:  No file selected.

Project File:  No file selected.

Inventory File:  No file selected.

Site File (optional):  No file selected.

**Upload**

The HMIS CSV Format Documentation defines 11 different files, including four that include data that identify and define projects. Each of those four files, described below, must be uploaded to the HDX to populate the HIC.

- To upload CSV data, enter the date of the CoC's HIC and click the *Choose File* button to select each of the files described below from a CoC computer or network. After all four files have been selected, click the *Upload* button to import the data into

HDX.AgencyProgram.csv – provides a record with identifying information for each project in the CoC, including the organization name, the project name, the project type, and target populations.

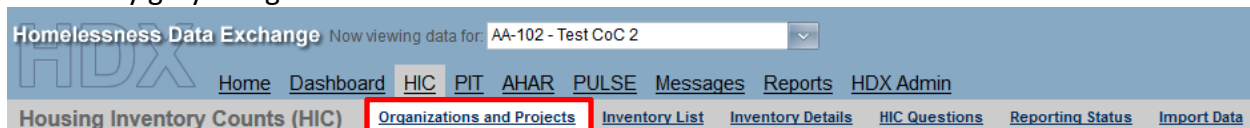
- Organization File – (Data element 2.1) provides data on organization identifiers for all projects.
- Project File - (Data elements 2.2, 2.4, 2.5, 2.9) provides data on the project identifiers, the project type, the method for tracking emergency shelter utilization, the target population type and the PIT Count field for all projects.
- Inventory File – (Data element 2.7) provides bed and unit inventory information on all projects.
- Site Information – (Data element 2.8) provides data that describe the facilities in which provider projects offer housing, including physical address, geocode.

Duplicating the previous year’s data or importing HIC data from HMIS only provides a starting point for completing the 2016 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.** CoCs should pay close attention to updated HIC requirements that may require updates or additions to copied or imported data.

## 3.4 Organization and Project Information

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

To add a new organization and project, click on the Organizations and Projects tab on the secondary gray navigation bar within the HIC module.



Once on the Organizations and Projects page, click the blue *Add Organization and Project* button on the top right. The system will redirect the user to another screen where organization and project information can be entered. Organization and project information entered in HDX should match organization and project data stored in the CoC’s HMIS.



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’ 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?
- Other Federal Funding Sources? (Choosing yes will expand the selection. Users may select more than one.)
- Any notes associated with this project

Remember to click the *Save* button in the lower right corner of the page.

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

### Add Organization or Project

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

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

After adding a new organization and project from the [Organization and Projects](#) tab, visit the [Inventory Details](#) tab to enter bed and unit inventory information about the project. This process is described in more detail in [Section 3.5 Project Inventory Details](#).

CoCs are required to enter the principal site address for all lodging projects, except for Victim Service Provider projects. The principal project site is where the largest amount of bed / unit inventory is located. Entering an address for scattered site projects remains 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. Then, if the project does not meet either of the exemptions

described above, enter the full address of the project, including the street address, city, state, and zip code. Note that this address is specific to the project and may be different than the administrative address of the organization. The system will also run an address validation check to standardize the format provided by the United States Postal Service. Scattered site projects choosing to enter an address should record the address of their administrative office. Do NOT enter address information for Victim Service Provider projects.

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**

### 3.4.b Adding a New Project to an Existing Organization

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

Housing Inventory Counts (HIC) Organizations and Projects Inventory List **Inventory Details** HIC Questions 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: Add new project

Project Inventory 2016 Add Inventory

| Row #                  | Year | Inventory | Total Beds | PIT Count | Utilization Rate |
|------------------------|------|-----------|------------|-----------|------------------|
| No records to display. |      |           |            |           |                  |

From the Organization option list, select the name of the organization to which the new project belongs. Then, click *Add new project*.

This will bring up a form requesting 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?
- Other Federal Funding Sources? (Choosing yes will expand the selection. Users may select more than one.)
- Any notes associated with this project

#### Add Organization or Project "Aguilla Foundation"

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

Organization Name: Aguilla Foundation

Project Name:

Status: ☒ Active ☐ Closed

Project Type: ---Select---

Geo Code:

Target Population A: ---Select---

Target Population B: ---Select---

HUD McKinney-Vento funded? ☐ Yes ☐ No

Other Federal Funding Sources? ☐ Yes ☐ No

Notes:

Scattered Sites: ☐ Yes ☐ No

Victim Service Provider? ☐ Yes ☐ No

CoCs are required to enter the principal site address for all lodging projects, except for Victim Service Provider projects. The principal project site is where the largest amount of bed / unit inventory is located. Entering an address for scattered site projects remains 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. Then, if the project does not meet either of the exemptions described above, enter the full address of the project, including the street address, city, state, and zip code. Note that this address is specific to the project and may be different than the administrative address of the organization. The system will also run an address validation check to standardize the format provided by the United States Postal Service. Scattered site projects choosing to enter an address should record the address of their administrative office. Do NOT enter address information for Victim Service Provider projects.

After clicking *Save*, the HDX will automatically return the user to the Project Inventory Details tab, where bed, unit inventory, and PIT count data can be entered for the 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  
Addicts Rehabilitation Center

Project  
Transitional Housing - 128th Street

Project Characteristics for 2016  
Project Type  
TH: Transitional Housing  
Geo Code  
364436 (NEW YORK CITY)  
Target Population A  
SMF+HC: Single males and females plus households with...  
Target Population B  
NA: Not Applicable  
HUD McKinney-Vento funded?  
☒ Yes ☐ No  
Other Federal Funding Sources?  
☐ Yes ☒ No

2016
Add Inventory

| Row #  | Year | Inventory | Total Beds | PIT Count | Utilization Rate |
|--------|------|-----------|------------|-----------|------------------|
| 122106 | 2016 | N         | 100        |           |                  |

★ Row # 122106 - Addicts Rehabilitation Center - Transitional Housing - 128th Street - 2016  
[Hide Errors](#) [Print Errors](#) [Help](#) [Save](#)

Inventory Type  
☒ Current Inventory ☐ New Inventory ☐ Under Development  
TH Unit Type  
☐ Single Site ☒ Multiple Sites

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           | 40         | 100       | 25            | 25         |      |           |
| Veterans Beds | Youth Beds |           | Veterans Beds | Youth Beds |      |           |
| 0             | 0          |           | 20            | 5          |      |           |

Notes

Point-in-Time Homeless Count of People in These Beds on 1/28/2016: 120  
[Change Date](#)

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

### 3.4.c Editing an Existing Organization

The only characteristic of an organization included in the HIC is its name. To change the name of an organization, click on the organization name on the Organizations and Projects tab.

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

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

Housing Inventory Counts (HIC) **Organizations and Projects** Inventory List Inventory Details HIC Questions 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  Active 2016

| ID  | Organization Name                   | ID   | Project Name                        | Project Type | Geo Code | Target Pop. A | Target Pop. B |
|-----|-------------------------------------|------|-------------------------------------|--------------|----------|---------------|---------------|
| 126 | 163rd Street Improvement Council    |      | Youth IV                            | TH           | 080144   | YMF           | NA            |
| 402 | Abbyssinian Development corporation | 1566 | Transitional Housing                | TH           | 364436   | HC            | DV            |
| 121 | Addicts Rehabilitation Center       | 693  | Vincent Cyrus Plaza II              | ES           | 364436   | SMF+HC        | NA            |
| 128 | Addicts Rehabilitation Center       | 713  | Transitional Housing - 128th Street | TH           | 364436   | YMF           |               |

This will bring up the Edit Organization page:

#### Edit Organization "Acacia Network"

Update the of name this organization and click SAVE.

Organization Name

Clicking *Save* updates the organization name for all projects associated with this organization.

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

Housing Inventory Counts (HIC) **Organizations and Projects** Inventory List Inventory Details HIC Questions 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  Active 2016

| ID  | Organization Name     | ID   | Project Name    | Project Type |
|-----|-----------------------|------|-----------------|--------------|
| 473 | Apple Valley Services | 1844 | Youth Two       | ES           |
| 473 | Apple Valley Services | 2051 | Youth III       | TH           |
| 473 | Apple Valley Services | 2052 | Youth IV        | TH           |
| 473 | Apple Valley Services | 2071 | AA Test Project |              |



### 3.4.d Editing an Existing Project Record

To edit any of the basic characteristics of a project, go to the Organizations and Projects tab in Project View and click on the project's name.

Housing Inventory Counts (HIC) **Organizations and Projects** Inventory List Inventory Details HIC Questions 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  Active 2016    ☐ Organization View ☒ Project View

| ID  | Organization Name                  | ID  | Project Name              | Project Type | Geo Code | Target Pop. A | Target Pop. B | McKinney-Vento | Address             | City     |
|-----|------------------------------------|-----|---------------------------|--------------|----------|---------------|---------------|----------------|---------------------|----------|
| 126 | 163rd Street Improvement Council   |     | Youth IV                  | TH           | 080144   | YMF           | NA            | Yes            |                     |          |
| 402 | Abyssinian Development corporation | 150 | Transitional Housing      | TH           | 364436   | HC            | DV            | Yes            | 4550 MONTGOMERY AVE | BETHESDA |
| 128 | Addicts Rehabilitation Center      | 652 | Substance Abuse Treatment | ES           | 364436   | SMF+HC        | NA            | Yes            | 7834 S LOCUST CT    | Denver   |

Clicking on the project name will bring up the Edit Project 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

Project Name

Status ☒ Active ☐ Closed

Project Type

Geo Code  (NEW YORK CITY)

Target Population A

Target Population B

HUD McKinney-Vento funded? ☒ Yes ☐ No

Other Federal Funding Sources? ☐ Yes ☒ No

Notes

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

On this page, the following edits can be made:

- Organization Name - changing an organization name here will **ONLY** change the organization name for this project, not for the organization overall. This is useful if the administration of a project is transitioned from one organization to another. However, if an organization with multiple projects has changed its name, follow the instructions under Section 3.5.c to edit the organization name for all relevant projects.
- Project Name
- Status – Setting a project’s status to ‘Closed’ indicates that the project is no longer operating and available for occupancy, and will remove it from the 2016 HIC. If the project re-opens in another year, the status can be changed back to ‘Active’.
- Project Type
- Geocode
- Target Population A (optional)
- Target Population B
- HUD McKinney-Vento funded?
- Other Federal Funding Sources?
- Any notes associated with this project
- Scattered Sites (Y/N)
- Victim Service Provider Status (Y/N)
- Site Address

Some of the project’s characteristics – name, project type, geocode, target populations, McKinney-Vento funding status and other federal funding sources – are also shown on the left-hand side of the Inventory Details tab, and can be edited within that tab as well. Updates made on the Inventory Details tab or on the Edit Project page will be updated for both locations. For example, if a CoC edits the project’s geocode on the Inventory Details tab, the geocode will change on the Organizations and Projects tab too, and if a CoC edits the geocode on the Organizations and 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**  
Abyssinian Development corporation

**Project**  
Transitional Housing [Add new project](#)

**Project Characteristics for 2016**

**Project Type**  
TH: Transitional Housing

**Geo Code**  
364436 (NEW YORK CITY)

**Target Population A**  
HC: Households with children

**Target Population B**  
DV: Domestic violence victims

HUD McKinney-Vento funded?  
☒ Yes ☐ No

Other Federal Funding Sources?  
☐ Yes ☐ No

**Project Inventory** 2016 [Add Inventory](#)

| Row #  | Year | Inventory | Total Beds | PIT Count | Utilization Rate |
|--------|------|-----------|------------|-----------|------------------|
| 120734 | 2016 | C         | 110        |           |                  |

★ Row # 120734 - Abyssinian Development corporation - Transitional Housing - 2016

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

Inventory Type ☒ Current Inventory ☐ New Inventory ☐ Under Development

TH Unit Type ☐ Single Site ☐ Multiple Sites

**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               | 50         |           | 10                   |            |                             |           |
| Veterans Beds     | Youth Beds |           | Veterans Beds        | Youth Beds |                             |           |
|                   |            |           |                      |            |                             |           |

Notes

Point-in-Time Homeless Count of People in These Beds on 1/28/2016:   [Change Date](#)

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

## 3.5 Project Inventory Details

### 3.5.a Special Instructions for Emergency Shelter (ES) and Transitional Housing (TH) Projects

For emergency shelter projects, the CoC must identify both the *type* and *availability* of beds and units offered by each project. **Beginning this year**, CoCs also must identify *TH Unit Type* for each transitional housing project. Please follow the instructions below, from page 12 of [Notice CPD-15-010: 2016 HIC and PIT Data Collection for CoC and ESG Programs](#) to correctly identify *bed type*, *bed/unit availability*, and *TH Unit Type*.

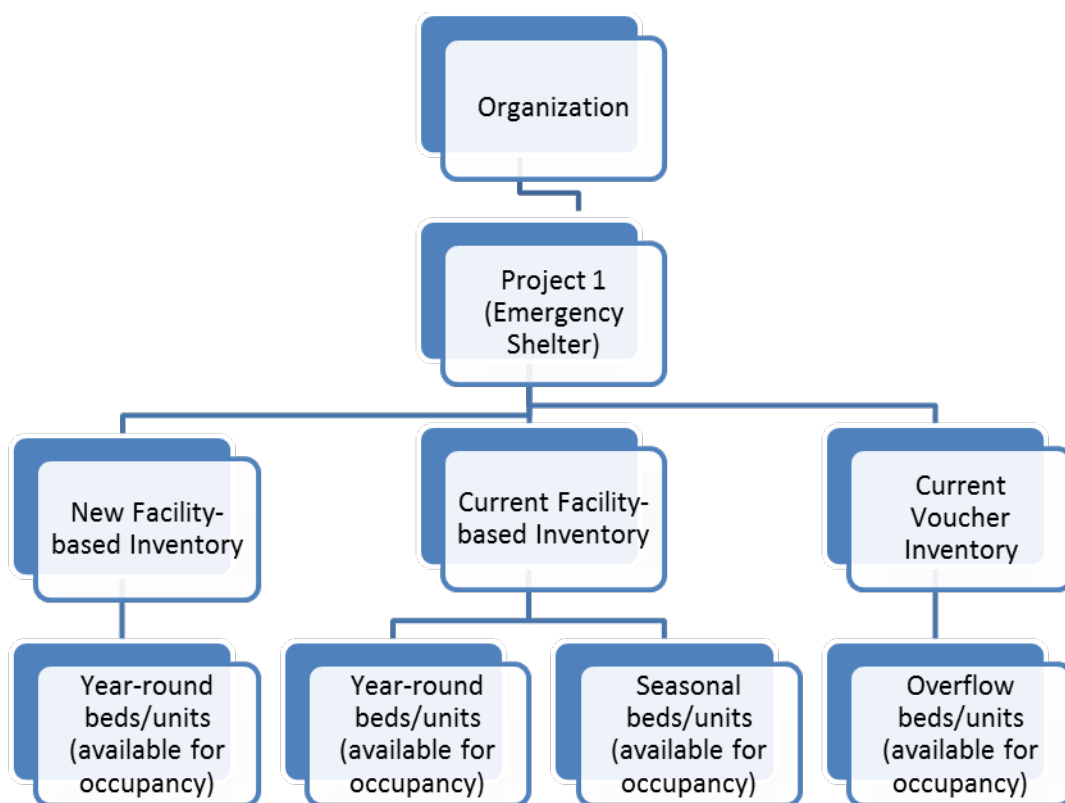
### Emergency Shelter Instructions

#### 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 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.



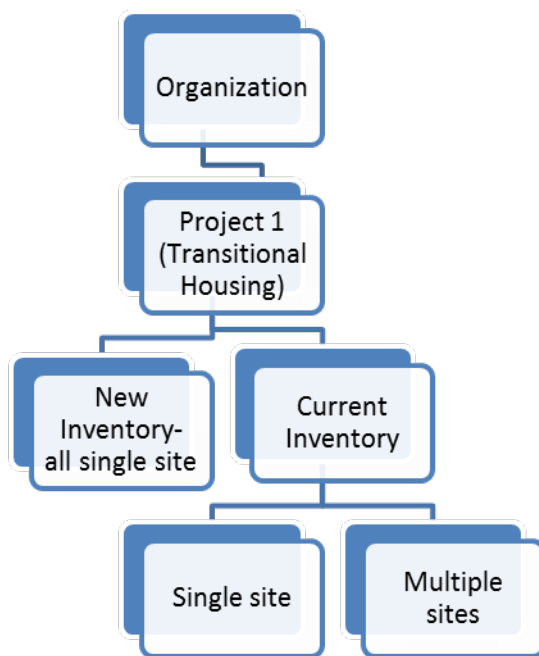
An Emergency Shelter project may have more than one Bed Type and Bed/Unit Availability. For example, a shelter may have beds located in a dedicated facility and use vouchers to address demand during overflow periods. In the image above, Project 1 has new and current facility-based beds/units that are 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.

## Transitional Housing Instructions

**TH Unit Type (Transitional Housing Only):** The TH Unit Type describes the type of beds and units offered by transitional projects according to the following:

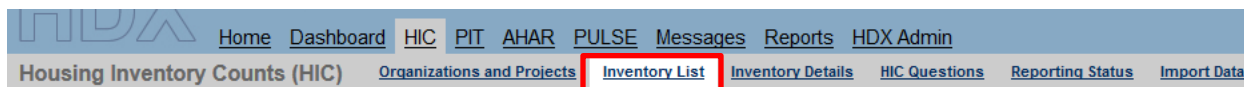
- A. **Single Site:** Beds and units that are located on a single site (e.g., congregate or project-based).
- B. **Multiple Sites:** Beds and units that are located in multiple sites (e.g., scattered-site or clustered).



A transitional housing project may have both a single site facility and multiple sites. In such instances, a separate inventory record must be created. In the example above, the transitional housing project would have two inventory records.

### 3.5.b Adding an Inventory Record for an Existing Project

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



Click on the Project Name, and the system will navigate directly to the 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: <b>1/28/2016</b> <a href="#">Change Date</a> <a href="#">Choose Columns</a> <a href="#">Show more search options</a> |        |                    |                      |                                                  |                                 |                 |                |              |          |               |               |          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------|----------------------|--------------------------------------------------|---------------------------------|-----------------|----------------|--------------|----------|---------------|---------------|----------|
| Search <input type="text"/>                                                                                                                                |        | Year <b>2016</b> ▼ | Project <b>Any</b> ▼ | <b>Search Inventory</b>                          |                                 | <b>Show All</b> |                |              |          |               |               |          |
| Star                                                                                                                                                       | Row #  | Year               | Proj. Type           | Organization Name ▲                              | Project Name                    | Geo Code        | Inventory Type | TH Unit Type | Bed Type | Target Pop. A | Target Pop. B | McKinney |
| ★                                                                                                                                                          | 120790 | 2016               | TH                   | <a href="#">163rd Street Improvement Council</a> | <a href="#">Youth III</a>       | 010072          | C              | Multiple     |          | SMF+HC        | HIV           | Yes      |
| ★                                                                                                                                                          | 120800 | 2016               | TH                   | <a href="#">163rd Street Improvement Council</a> | <a href="#">Youth III</a>       | 010072          | N              | Single       |          | SMF+HC        | HIV           | Yes      |
| ★                                                                                                                                                          | 120795 | 2016               | TH                   | <a href="#">163rd Street Improvement Council</a> | <a href="#">Youth IV</a>        | 080144          | C              |              |          | YMF           | NA            | Yes      |
| ★                                                                                                                                                          | 120802 | 2016               |                      | <a href="#">AA Test Org</a>                      | <a href="#">AA Test Project</a> |                 | C              |              |          |               |               |          |

To navigate directly to the Inventory Details tab, select the link for this tab from the gray secondary navigation bar in the HIC module.

|                                                                                                                                                                                                                                       |                      |                           |                     |                     |                      |                       |                          |                         |                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------------|---------------------|---------------------|----------------------|-----------------------|--------------------------|-------------------------|---------------------------|
| <a href="#">HDX</a>                                                                                                                                                                                                                   | <a href="#">Home</a> | <a href="#">Dashboard</a> | <a href="#">HIC</a> | <a href="#">PIT</a> | <a href="#">AHAR</a> | <a href="#">PULSE</a> | <a href="#">Messages</a> | <a href="#">Reports</a> | <a href="#">HDX Admin</a> |
| Housing Inventory Counts (HIC) <a href="#">Organizations and Projects</a> <a href="#">Inventory List</a> <a href="#">Inventory Details</a> <a href="#">HIC Questions</a> <a href="#">Reporting Status</a> <a href="#">Import Data</a> |                      |                           |                     |                     |                      |                       |                          |                         |                           |

Once on the Inventory Details tab, 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.

## Project Inventory Details

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

Organization

Aguilla Foundation

Project

Bronx Bridge I

Project Type

ES: Emergency Shelter

Geo Code

509011 (Franklin County)

Target Population A

HC: Households with children

Target Population B

---Select---

HUD McKinney-Vento funded?

☒ Yes ☐ No

Other Federal Funding Sources?

☐ 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 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 [2.9C]:** Whether the beds and units are available on a planned basis year-round, seasonally (during a

Project Inventory

2016

Add Inventory

| Row #  | Year | Inventory | Total Beds | PIT Count | Utilization Rate |
|--------|------|-----------|------------|-----------|------------------|
| 120619 | 2016 | C         | 15         |           |                  |

★ Row # 120619 - Aguilla Foundation - Bronx Bridge I - 2016

Hide Errors

Print Errors

Help

Save

Inventory Type

☒ Current Inventory ☐ New Inventory ☐ Under Development

Bed Type

☒ Facility-based beds ☐ Voucher beds ☐ Other beds

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

|                   |            |           |                      |            |                             |           |
|-------------------|------------|-----------|----------------------|------------|-----------------------------|-----------|
| ... with Children |            |           | ... without Children |            | ... with only Children < 18 |           |
| Beds              | Units      | HMIS Beds | Beds                 | HMIS Beds  | Beds                        | HMIS Beds |
| 15                | 2          | 15        |                      |            |                             |           |
| Veterans Beds     | Youth Beds |           | Veterans Beds        | Youth Beds |                             |           |
|                   |            |           |                      |            |                             |           |

Seasonal Beds

|      |           |            |          |
|------|-----------|------------|----------|
| Beds | HMIS Beds | Start Date | End Date |
|      |           |            |          |

Overflow Beds

|      |           |
|------|-----------|
| Beds | HMIS Beds |
|      |           |

Notes

Point-in-Time Homeless Count of People in These Beds on 1/28/2016:

Change Date

Assign inventory to different project

Save

### 3.5.c Editing an Existing Project Inventory Record

To edit an existing project inventory record, navigate to the Inventory Details page as described in 3.6.a: either select the name of the organization and the name of the project from the Inventory Details tab or select the project name from the Inventory List tab.

In the example below, a project has two Project Inventory records that were copied from 2015. 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 2016, so the records need to be consolidated into a single Project Inventory record representing 'current' inventory.

Housing Inventory Counts (HIC)
[Organizations and Projects](#)
[Inventory List](#)
[Inventory Details](#)
[HIC Questions](#)
[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
Aguilla Foundation

Project
Add new project
New Project 123

Project Characteristics for 2016

Project Type
TH: Transitional Housing

Geo Code

Target Population A
SFHC: Single females and households with children

Target Population B
HIV: HIV/AIDS populations

HUD McKinney-Vento funded?
Yes No

Other Federal Funding Sources?
Yes No

Project Inventory
2016
Add Inventory

| Row #  | Year | Inventory | Total Beds | PIT Count | Utilization Rate |
|--------|------|-----------|------------|-----------|------------------|
| 120810 | 2016 | C         | 100        | 98        | 98 %             |
| 120811 | 2016 | N         | 50         | 37        | 74 %             |

★ Row # 120811 - Aguilla Foundation - New Project 123 - 2016

Hide Errors
Print Errors
Inventory Record Saved
Help
Save

Inventory Type
Current Inventory
New Inventory
Under Development

TH Unit Type
Single Site
Multiple Sites

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 Beds     | Youth Beds |           | Veterans Beds        | Youth Beds |                             |           |

Notes

Point-in-Time Homeless Count of People in These Beds on 1/28/2016:
Change Date
37

Assign inventory to different project
Save

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.



## 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**  
Bed types

**Project Inventory** 2016 [Add Inventory](#)

| Row #  | Year | Inventory | Total Beds | PIT Count | Utilization Rate |
|--------|------|-----------|------------|-----------|------------------|
| 120791 | 2016 | C         | 100        | 98        | 98 %             |
| 120801 | 2016 | N         | 50         | 45        | 90 %             |

**Project Characteristics for 2016**

Project Type  
ES: Emergency Shelter

Geo. Code  
010594 (DECATUR)

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

Target Population B  
---Select---

HUD McKinney-Vento funded?  
☐ Yes ☒ No

Other Federal Funding Sources?  
☐ Yes ☐ No

**Row # 120791 - Aguilla Foundation - Bed types - 2016**

[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 |
| 150               | 20    |           | 50                   |           |                             |           |

**Seasonal Beds**

| Beds | HMIS Beds | Start Date | End Date |
|------|-----------|------------|----------|
|      |           |            |          |

**Overflow Beds**

| Beds | HMIS Beds |
|------|-----------|
|      |           |

Notes

### 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

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 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**  
Bed types

**Project Inventory** 2016 [Add Inventory](#)

| Row #  | Year | Inventory | Total Beds | PIT Count | Utilization Rate |
|--------|------|-----------|------------|-----------|------------------|
| 120791 | 2016 | C         | 100        | 98        | 98 %             |
| 120801 | 2016 | N         | 50         | 45        | 90 %             |

**Row # 120801 - Aguilla Foundation - Bed types - 2016**

[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 |
|                   |       |           |                      |           |                             |           |

**Seasonal Beds**

| Beds | HMIS Beds | Start Date | End Date |
|------|-----------|------------|----------|
|      |           |            |          |

**Overflow Beds**

| Beds | HMIS Beds |
|------|-----------|
|      |           |

Notes

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.

### 3.5.d Entering PIT Count Data in the HIC

In order to determine project bed utilization rates, every project on the HIC must 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 by someone with write access to this module (this might be a different person than for the HIC module; for further information on accessing HDX, see Chapter 2 of this Guidance). To set the PIT count date, click the [Set Date](#) link in the dark blue box on the bottom right of the Project Inventory Details 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: Homes for the Homeless  
 Project: Emergency Shelter II  
 Year: 2016  
 Add Inventory

Project Characteristics for 2016  
 Project Type: ES: Emergency Shelter  
 Geo Code: 080072 (AURORA)  
 Target Population A: SFHC: Single females and households with children  
 Target Population B: NA: Not Applicable  
 HUD McKinney-Vento funded? Yes No  
 Other Federal Funding Sources? Yes No

Project Inventory

| Row #  | Year | Inventory | Total Beds | PIT Count | Utilization Rate |
|--------|------|-----------|------------|-----------|------------------|
| 122600 | 2016 | C         |            |           |                  |

★ Row # 122600 - Homes for the Homeless - Emergency Shelter II - 2016  
 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 |
| 50                | 25    | 50        | 5                    | 5         |                             |           |

Veterans Beds: 0 Youth Beds: 0 Veterans Beds: 0 Youth Beds: 5

Seasonal Beds

| Beds | HMIS Beds | Start Date | End Date |
|------|-----------|------------|----------|
|      |           |            |          |

Overflow Beds

| Beds | HMIS Beds |
|------|-----------|
|      |           |

Notes

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

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

The [Set Date](#) link navigates to the PIT Counts module, where CoCs can enter the PIT count date, and the populations included in the count. After clicking [Save](#), the system will navigate back to the [Inventory Details](#) page in the HIC module where the CoC can finish entering data and save the record.

### PIT Counts

Date of PIT Count:  Month

Received HUD Waiver? ☐ Yes ☐ No ☐ Not applicable

Populations in this Count

☒ Sheltered and Unsheltered Count  
☐ Sheltered-Only Count

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

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

count will result in a validation error requiring the CoC to fix the discrepancy prior to being able to submit the PIT or HIC count in HDX.

### 3.6 HIC Questions

CoCs are no longer required to submit unmet need data to HUD. However, CoCs may continue doing such calculations internally to inform local operations. Tools from prior years, including the HUD Guidebook: [Calculating Unmet Need for Homeless Individuals and Families](#), remain available.

The Unmet Need tab has been replaced with a new tab called HIC Questions. In it, CoCs are asked to respond to the following question:

- “Does the CoC use HMIS and project descriptor elements to propulate the annual Housing Inventory Count (HIC)?”

If the response is “No,” a second question appears: “If no, does the CoC *desire* to use HMIS and project descriptor data elements to populate the annual Housing Inventory Count (HIC)?”

The screenshot shows the HUD.GOV website header with the U.S. Department of Housing and Urban Development logo and Secretary Julián Castro's name. Below the header is the HDX navigation bar with tabs for Home, Dashboard, HIC, PIT, AHAR, PULSE, Messages, Reports, and HDX Admin. The HIC Questions tab is highlighted with a red box. Below the navigation bar is the title "HIC Questions for AA-101 - Test CoC 1". The form includes a "Year" dropdown set to 2016 and a "Date of the Housing Inventory Counts" field set to 1/28/2016. The first question is "1. Does the CoC use HMIS and project descriptor elements to populate the annual Housing Inventory Count (HIC)?" with radio buttons for Yes and No. The No option is selected. Below this is a second question: "a. If no, does the CoC *desire* to use HMIS and project descriptor data elements to populate the annual Housing Inventory Count (HIC)?" with radio buttons for Yes and No. A "Save" button is located at the top right of the form.

### 3.7 Addressing Validation Warnings and Errors

The HDX will display validation warnings and errors to assist CoCs in identifying and addressing any inconsistencies in the 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 the CoC to submit data.
- Any form that has a validation warning should include a note of explanation in its *Notes* box.

## Project Inventory Details

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

**Organization**  
163rd Street Improvement Council

**Project**  
Youth IV

**Project Inventory** 2016 [Add Inventory](#)

| Row #  | Year | Inventory | Total Beds | PIT Count | Utilization Rate |
|--------|------|-----------|------------|-----------|------------------|
| 120795 | 2016 | C         | 175        |           |                  |

**Project Characteristics for 2016**

Project Type  
PH: Permanent Housing

Project Sub-Type  
---Select---

Geo Code  
080144 (BOULDER)

Target Population A  
YMF: Unaccompanied Young Males and Females

Target Population B  
NA: Not Applicable

HUD McKinney-Vento funded?  
☒ Yes ☐ No

Other Federal Funding Sources?  
☐ Yes ☒ No

**★ Row # 120795 - 163rd Street Improvement Council - Youth IV - 2016**  
[Hide Errors](#) [Print Errors](#) [Help](#) [Save](#)

Inventory Type  
☒ Current Inventory ☐ New Inventory ☐ Under Development

Validation Error  
Please select a program sub-type

| Beds          | Units      | HMIS Beds | Beds | HMIS Beds | Beds | HMIS Beds |
|---------------|------------|-----------|------|-----------|------|-----------|
| 65            | 52         | 75        |      |           |      |           |
| Veterans Beds | Youth Beds |           |      |           |      |           |

Validation Error  
Year round HMIS Beds for Households with Children (75) greater than year round beds for Households with Children (65) reported

Notes

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

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

## Housing Inventory Counts (HIC)

[Organizations and Projects](#)
[Inventory List](#)
[Inventory Details](#)
[HIC Questions](#)
[Reporting Status](#)
[Import Data](#)

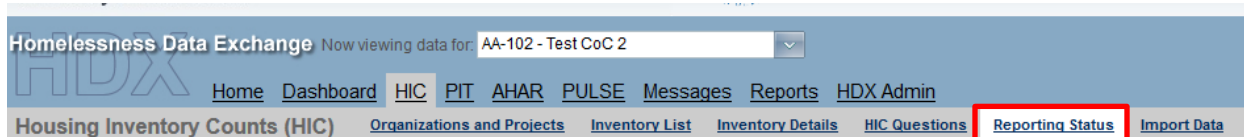
## Reporting Status for AA-102 - Test CoC 2

Year: 2016

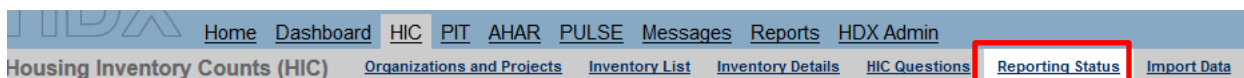
|                                      |                                                          |                             |
|--------------------------------------|----------------------------------------------------------|-----------------------------|
| Current Status                       | In Progress - Please fix errors to submit                | <a href="#">Submit Data</a> |
| Date of the Housing Inventory Counts | 1/27/2014 <a href="#">Change</a>                         |                             |
| Reports +                            | 13                                                       |                             |
| Last Update On                       | 2/22/2016                                                |                             |
| Last Update By                       | Tracy D'Alanno                                           |                             |
| Submitted On                         | 2/10/2016                                                |                             |
| Submitted By                         | Hannah Weiss                                             |                             |
| Validation Errors +                  | 7 Validation Errors - Please fix in order to submit data | <a href="#">Print</a>       |
| Validation Warnings +                | 0 Validation Warnings                                    |                             |
| Messages +                           | 1 Message                                                |                             |

### 3.8 Submitting HIC Data to HUD

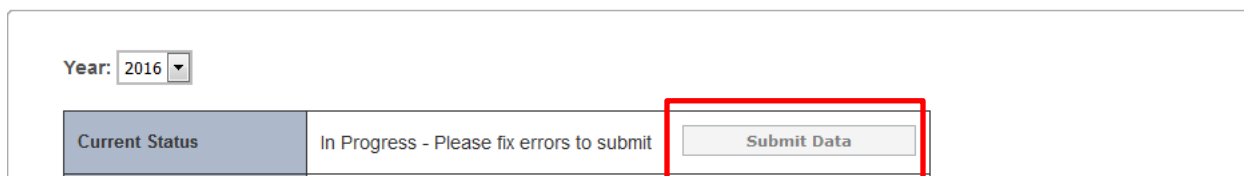
HIC data **MUST** be submitted to HUD in the HDX by 7:59:59 p.m. eastern time on **Monday, May 2, 2016**. To submit HIC data, click on the Reporting Status tab on the gray toolbar.



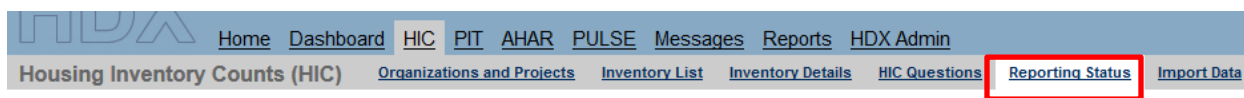
If the data contains any validation errors or unexplained warnings, the *Submit Data* button will be light gray. This button cannot be clicked until any errors have been corrected and/or there are notes to explain any warnings.



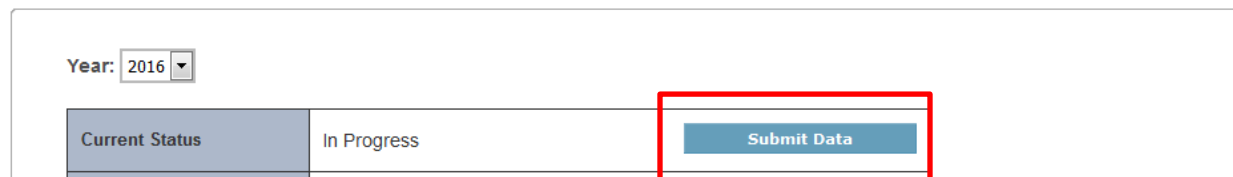
#### Reporting Status for AA-102 - Test CoC 2



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

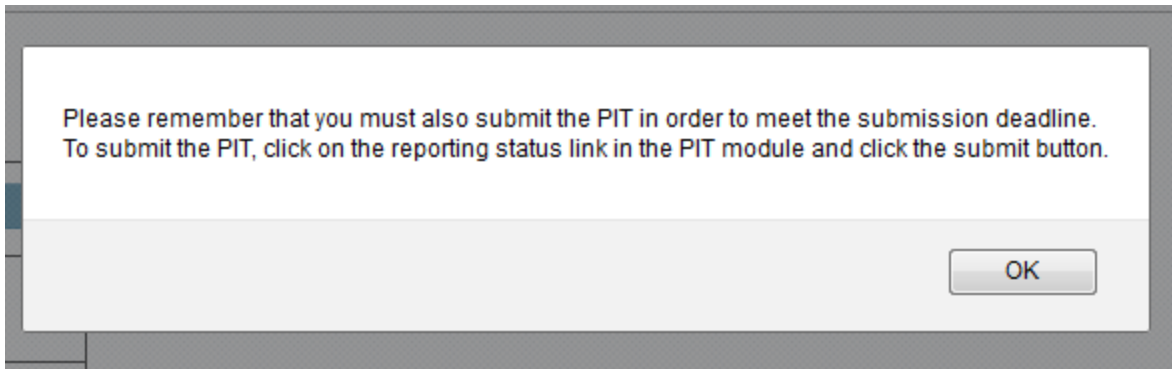


#### Reporting Status for AA-102 - Test CoC 2



Submitting the HIC and the PIT data in HDX is a **Two 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 the submission to be considered complete.***

A reminder message will appear when a CoC submits 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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## 4. POINT-IN-TIME COUNT DATA SUBMISSION GUIDANCE

---

### 4.1 Important Changes to PIT Count Reporting Requirements

The following reporting changes have been made to PIT count requirements this year, as described in HUD's [Notice CPD-15-010: 2016 HIC and PIT Data Collection for CoC and ESG Programs](#). As a reminder, CoCs must continue to complete a PIT count that is based on actual counts and/or statistically reliable data.

1. CoCs must use the chronically homeless definition published in HUD's Defining "Chronically Homeless" Final Rule to identify and report who is chronically homeless. A chronically homeless person
  - a. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter;
  - b. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last three years where the combined length of time homeless in those occasions is at least 12 months; and
  - c. Has a disability.
2. In addition to reporting on individuals and persons in families over 18 experiencing chronic homeless, HUD requires communities to collect and report chronically homeless status on heads of households that are under 18, which includes both unaccompanied youth and parenting youth under age 18.
3. After receiving important feedback HUD decided to collapse the transgender categories back into a single reporting option—"Transgender."
4. HUD is requiring CoCs to report the demographic data on parenting youth and unaccompanied youth in separate tables. For the parenting youth table, CoCs will only report the demographics on the youth parents and exclude the demographic data on the children of the youth parents.

Please consult [Notice CPD-15-010: 2016 HIC and PIT Data Collection for CoC and ESG Programs](#) for detailed information about PIT count data collection requirements.

### 4.2 Accessing the PIT Count Module in HDX

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

- The PIT count module can be accessed from the Dashboard by clicking on the [View PIT](#) link in the bottom right corner of the *Point-in-Time Counts* box.
- The PIT count module can also be accessed by clicking on the [PIT](#) tab on the blue navigation bar at the top of the page.

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

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

Dashboard Reporting Status CoC Overview

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

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

**Housing Inventory Counts**  
 Status: **In Progress**  
 Report Due: 4/30/2016  
 Errors: 6039  
 Warnings: 26

**Point-in-Time Counts**  
 Status: **In Progress**  
 Report Due: 4/30/2016  
 Errors: 128  
 Warnings: 4

Date of Inventory Count: 1/28/2016  
 Total Organizations: 210  
 Total Projects: 868  
 Total Year-Round Beds: 63812  
 Total Sheltered PIT1: 0  
 Utilization Rate: 0%  
 Updated By: Tracy D'Alanno  
 Updated On: 2/18/2016  
[View HIC](#)

**Sheltered Populations (most recent count)**  
 Date of Count: 1/28/2016  
 Total Persons: 24  
 Total Households: 11

**Unsheltered Populations (most recent count)**  
 Date of Count: 1/28/2016  
 Total Persons: 16  
 Total Households: 5  
[View PIT](#)

portal.hud.gov

## 4.3 Creating a New Count

To enter 2016 PIT count data, click on the blue *New Count* button in the top left corner of the screen.

Homelessness Data Exchange Now viewing data for: AA-102 - Test CoC 2

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

Point-in-Time (PIT) **PIT Counts** Homeless Populations Homeless Subpopulations Youth Populations Veteran Populations Methodology Notes

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

**New Count**

| Date of Count | Sheltered ES Total Persons | Sheltered TH Total Persons | Sheltered SH Total Persons | Unsheltered Total Persons |
|---------------|----------------------------|----------------------------|----------------------------|---------------------------|
| 01/28/2015    | 0                          | 0                          | 0                          | 0                         |
| 01/27/2014    | 50                         | 0                          | 0                          | 0                         |

## 4.4 PIT Count Date and Populations

Prior to entering PIT count population and subpopulation data, CoCs must provide some background information on their count. Enter the date that the CoC conducted the PIT count in the upper left portion of the module. Click on the calendar icon to the left of the data entry field to select the day, month, and year the PIT count was conducted. The PIT count date and



the HIC count date **MUST** be the same. Once a new count is created, the CoC can begin to enter information about their 2016 PIT count.

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

**PIT Counts**

Note: Veterans Households and Unaccompanied Youth data is a subset of the All Households data. Veterans and Unaccompanied Youth Household data should be included in the All Households data.

Date of PIT Count

Received HUD Waiver?  
☐ Yes ☐ No ☐ Not applicable

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

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

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

CoCs must indicate the type of PIT count that was conducted in 2016: a sheltered and unsheltered count or a sheltered-only count.

## 4.5 Navigating the PIT Count Module

The PIT Count module includes eight links on the secondary navigation bar, which direct to distinct tabs. Each of the tabs is described in detail in the following sections.

Homelessness Data Exchange Now viewing data for: AA-102 - Test CoC 2

Home Dashboard HIC PIT AHAR PULSE Messages Reports HDX Admin

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

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

- **Homeless Populations** – Total number of persons and households counted and their demographic characteristics.
- **Homeless Subpopulations** – Number of chronically homeless individuals/families and number of adults who have experienced serious mental illness, substance use disorders, HIV/AIDS, and domestic violence.
- **Youth Populations** – Total number of youth and youth households, including unaccompanied youth and parenting youth, and their demographic characteristics.
- **Veteran Populations** – Total number of veterans, veteran households, persons in veteran households, and the demographic characteristics of veterans.
- **Methodology** – Reporting on the methodologies that were used to conduct the CoC's sheltered and unsheltered PIT counts.

Click on links in the gray navigation bar to access the different PIT count population and subpopulation tables.

## 4.6 Entering Homeless Population Data

The second link in the PIT count module, Homeless Populations, is for reporting data on all people included in the CoC's sheltered and unsheltered count, broken down by household types.

Homelessness Data Exchange Now viewing data for: AA-102 - Test CoC 2

Home Dashboard HIC PIT AHAR PULSE Messages Reports HDX Admin

Point-in-Time (PIT) PIT Counts **Homeless Populations** Homeless Subpopulations Youth Populations Veteran Populations Methodology Notes

**PIT Counts** Note: Veterans Households and Unaccompanied Youth Ho

Date of PIT Count

Populations in this Count ☒ Sheltered and Unsheltered Count ☐ Sheltered-Only Count [Hide Error Messages](#) [Print Errors](#) [Save](#)

Received HUD Waiver? ☐ Yes ☐ No ☐ Not applicable

|                                             | Sheltered            |                      | Unsheltered          | Total |
|---------------------------------------------|----------------------|----------------------|----------------------|-------|
|                                             | Emergency            | Transitional         |                      |       |
| Total Number of Households                  | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |
| Total Number of Persons (Adults & Children) | 0                    | 0                    | 0                    | 0     |
| Number of Persons (under age 18)            | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |
| Number of Persons (18 - 24)                 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |
| Number of Persons (over age 24)             | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |

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

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

Additionally, CoCs must collect and report on the age, gender, race, and ethnicity of persons included under each household category. The total number of people reported for each demographic characteristic must equal the total number of persons reported in the household category overall. This is also true for demographic data within the sheltered (emergency, transitional, and Safe Haven) and unsheltered subcategories. For example, if 100 total unsheltered people are reported under Households without Children, then the total count of unsheltered people reported under Gender (male, female, and transgender) should equal 100. CoCs must use a statistically reliable method for estimating the demographic characteristics of

people for whom data are missing to ensure a complete count. CoCs should consult the [PIT Count Methodology Guide](#) for additional guidance.

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

## 4.7 Entering Homeless Subpopulation Data

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

### **Chronically Homeless Subpopulations**

- Chronically Homeless Individuals
- Chronically Homeless Families (total number of chronically homeless families)
- Persons in Chronically Homeless Families (total number of persons in chronically homeless families)

**Chronically Homeless Veterans** – Chronically homeless veterans is a subset of the Chronically Homeless Individuals and Families.

- Chronically Homeless Veteran Individuals
- Chronically Homeless Veteran Families (total number of chronically homeless veteran families)
- Persons in Chronically Homeless Veteran Families (total number of persons in chronically homeless veteran families)

### **Other Homeless Subpopulations**

- Adults with a Serious Mental Illness
- Adults with a Substance Use Disorder
- Adults with HIV/AIDS
- Victims of Domestic Violence (optional)

## PIT Counts

Date of PIT Count

1/28/2016

Populations in this Count

Sheltered and Unsheltered Count

[Hide Error Messages](#)

[Print Errors](#)

[Save](#)

| Homeless Subpopulations                                                                                                                               |                                                                     |                                |                                |                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <b>Chronically Homeless Subpopulations</b><br>(Chronically homeless subpopulation data is required for sheltered persons and for unsheltered persons) |                                                                     |                                |                                |                                |
|                                                                                                                                                       | Sheltered                                                           |                                | Unsheltered                    | Total                          |
|                                                                                                                                                       | Emergency Shelters                                                  | Safe Haven                     |                                |                                |
| Chronically Homeless Individuals                                                                                                                      | <input type="text" value="0"/>                                      | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Chronically Homeless Families<br>(Total Number of Families)                                                                                           | <input type="text" value="0"/>                                      |                                | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Persons in Chronically Homeless Families<br>(Total Persons in Household)                                                                              | <input type="text" value="0"/>                                      |                                | <input type="text" value="0"/> | <input type="text" value="0"/> |
| <b>Chronically Homeless Veterans</b><br>(Chronically Homeless Veteran Data is a subset of the All Chronically Homeless Individuals and Families.)     |                                                                     |                                |                                |                                |
|                                                                                                                                                       | Sheltered                                                           |                                | Unsheltered                    | Total                          |
|                                                                                                                                                       | Emergency Shelters                                                  | Safe Haven                     |                                |                                |
| Chronically Homeless Veteran Individuals                                                                                                              | <input type="text" value="0"/>                                      | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Chronically Homeless Veteran Families<br>(Total Number of Families)                                                                                   | <input type="text" value="0"/>                                      |                                | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Persons in Chronically Homeless Veteran Families<br>(Total Persons in Household)                                                                      | <input type="text" value="0"/>                                      |                                | <input type="text" value="0"/> | <input type="text" value="0"/> |
| <b>Other Homeless Subpopulations</b><br>(Other homeless subpopulation data is required for sheltered persons and for unsheltered persons)             |                                                                     |                                |                                |                                |
|                                                                                                                                                       | Sheltered                                                           |                                | Unsheltered                    | Total                          |
|                                                                                                                                                       | Persons in emergency shelters, transitional housing and safe havens |                                |                                |                                |
| Adults with a Serious Mental Illness                                                                                                                  | <input type="text" value="0"/>                                      |                                | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Adults with a Substance Use Disorder                                                                                                                  | <input type="text" value="0"/>                                      |                                | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Adults with HIV/AIDS                                                                                                                                  | <input type="text" value="0"/>                                      |                                | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Victims of Domestic Violence (optional)                                                                                                               | <input type="text" value="0"/>                                      |                                | <input type="text" value="0"/> | <input type="text" value="0"/> |

Only adults should be included in the counts for this table, except for the total number of persons in the chronically homeless families and chronically homeless veteran families rows. Make sure to click the blue *Save* button in either the top or bottom right corner of the screen to ensure that the data is saved in HDX.

## 4.8 Entering Youth Population Data

The fourth link in the PIT module is for reporting on Youth Populations. CoCs should enter their data on the total number of youth households, including the number of parenting youth households and the number of unaccompanied youth households.

- Unaccompanied youth are persons under age 25 who are not presenting or sleeping in the same place as their parent or legal guardian and are not a parent presenting with or sleeping in the same place as his/her child(ren).
- Parenting youth are youth who identify as the parent or legal guardian of one or more children who are present with or sleeping in the same place as that youth parent, where there is no person over age 24 in the household.

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

### PIT Counts

Date of PIT Count: 1/28/2016  
Populations in this Count: Sheltered and Unsheltered Count  
[Hide Error Messages](#) [Print Errors](#) [Save](#)

[Unaccompanied Youth Households](#) [Parenting Youth Households](#)

|                                                     | Sheltered                      |                                |                                | Unsheltered                    | Total                          |
|-----------------------------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
|                                                     | Emergency                      | Transitional                   | Safe Haven <sup>a</sup>        |                                |                                |
| Total Number of unaccompanied youth households      | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Total number of unaccompanied youth                 | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Number of unaccompanied children (under age 18)     | <input type="text" value="0"/> | <input type="text" value="0"/> |                                | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Number of unaccompanied young adults (age 18 to 24) | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| <b>Gender (unaccompanied youth)</b>                 |                                |                                |                                |                                |                                |
|                                                     |                                |                                |                                |                                |                                |
| Female                                              | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Male                                                | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Transgender                                         | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| <b>Ethnicity (unaccompanied youth)</b>              |                                |                                |                                |                                |                                |
|                                                     |                                |                                |                                |                                |                                |
| Non-Hispanic/Non-Latino                             | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Hispanic/Latino                                     | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

Parenting youth and unaccompanied youth data is a subset of the “All Households” data and should also be included in the “All Households” data. Please refer to HUD’s [Notice CPD-15-010: 2016 HIC and PIT Data Collection for CoC and ESG Programs](#) (pages 20-21) for additional guidance on how to correctly categorize youth in each of the household categories included in the “All Households” link.

CoCs must report on the gender, race, and ethnicity of parenting youth (exclude children of parenting youth) and unaccompanied youth on their respective tabs. Just as with the overall

homelessness data described in 4.6, the total number of people reported for each demographic characteristic must equal the total number of parenting youth and unaccompanied youth overall. This is also true within the subcategories of sheltered (emergency, transitional, and Safe Haven) and unsheltered youth. For example, if 50 total unsheltered unaccompanied youth are reported, then the total count of unsheltered unaccompanied youth reported under Gender (male, female, and transgender) should equal 50. CoCs must use a statistically reliable method for estimating the demographic characteristics of people for whom data are missing to ensure a complete count. CoCs should consult the [PIT Count Methodology Guide](#) for additional guidance.

## 4.9 Entering Veteran Population Data

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

Date of PIT Count  
1/27/2016

Populations in this Count  
Sheltered and Unsheltered Count

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

Veteran Households with at least one Adult & one Child
Veteran Households without Children
Veteran Totals

|                                                                    | Sheltered            |                      | Unsheltered          | Total |
|--------------------------------------------------------------------|----------------------|----------------------|----------------------|-------|
|                                                                    | Emergency            | Transitional         |                      |       |
| <b>Persons in Households with at least one Adult and one Child</b> |                      |                      |                      |       |
| Total Number of Households                                         | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |
| Total Number of Persons                                            | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |
| Total Number of Veterans                                           | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |
| <b>Gender (veterans only)</b>                                      |                      |                      |                      |       |
|                                                                    |                      |                      |                      |       |
| Female                                                             | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |
| Male                                                               | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |
| Transgender                                                        | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |
| <b>Ethnicity (veterans only)</b>                                   |                      |                      |                      |       |
|                                                                    |                      |                      |                      |       |
| Non-Hispanic/Non-Latino                                            | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |
| Hispanic/Latino                                                    | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |
| <b>Race (veterans only)</b>                                        |                      |                      |                      |       |
|                                                                    |                      |                      |                      |       |
| White                                                              | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |
| Black or African-American                                          | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |
| Asian                                                              | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |
| American Indian or Alaska Native                                   | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |
| Native Hawaiian or Other Pacific Islander                          | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |
| Multiple Races                                                     | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0     |

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

- **Persons in households with at least one adult and one child** - This category includes households with at least one adult, age 18 and older, and one child under age 18.
- **Persons in households without children** - This category includes single adults, adult couples with no children, and groups of adults.

CoCs must also report on the gender, race, and ethnicity of veterans (excluding non-veteran adults and children in veteran households). The total number of veterans reported for each demographic characteristic must equal the total number of veterans overall. This is also true within the subcategories of sheltered (emergency, transitional, and Safe Haven) and unsheltered veterans. For example, if 100 total unsheltered veterans are reported, then the total count of unsheltered veterans reported under Gender (male, female, and transgender) should equal 100. CoCs must use a statistically reliable method for estimating the demographic characteristics of people for whom data are missing to ensure a complete count. CoCs should consult the [PIT Count Methodology Guide](#) for additional guidance.

## 4.10 Completing the PIT Count Methodology Tab

The PIT Methodology Tab includes 4 sub-tabs. Tab 1 and Tab 2 focus on identifying the methodology the CoC used to conduct a count of sheltered homeless persons. Tab 3 and Tab 4 focus on identifying the methodology that the CoC used to conduct a count of unsheltered homeless persons.

Accuracy of the data reported in the sheltered and unsheltered PIT count is vital. Data reported must be based on actual counts or statistically reliable estimation methods and not on "guesstimates." CoCs may use one or more data sources to gather information and conduct counts of sheltered and unsheltered homeless persons.

| Section                            | Description                                                                                                                                                                |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tab 1: Sheltered Population</b> | Data sources and methodologies utilized to collect information on the <u>total number of people</u> sleeping in emergency shelters, transitional housing, and Safe Havens. |

| Section                           | Description                                                                                                                                                            |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tab 2: Sheltered Subpopulations   | Data sources and methodologies utilized by the CoC to collect <u>demographic and subpopulation information</u> about the CoC's sheltered population.                   |
| Tab 3: Unsheltered Population     | Data sources and methodologies utilized to collect information on the <u>total number of people</u> sleeping on the streets and places not meant for human habitation. |
| Tab 4: Unsheltered Subpopulations | Data sources and methodologies utilized by the CoC to collect <u>demographic and subpopulation information</u> about the CoC's unsheltered population.                 |

#### 4.10.a Tab 1 and Tab 2: Sheltered Population, Sheltered Subpopulations

The sheltered PIT count assists communities and HUD in understanding the total number and characteristics of people staying in emergency shelter, Safe Havens, and transitional housing.

The screenshot shows the HUDX system interface for the PIT Counts form. The navigation bar includes links for Home, Dashboard, HIC, PIT, AHAR, PULSE, Messages, Reports, and HDX Admin. The main content area is titled 'PIT Counts' and features a sub-header 'Point-in-Time (PIT)'. Below this, there are tabs for 'PIT Counts', 'Homeless Populations', 'Homeless Subpopulations', 'Youth Populations', 'Veteran Populations', 'Methodology', 'Notes', and 'Re'. The 'PIT Counts' tab is active, and the 'Sheltered Population' sub-tab is selected. The form displays the 'Date of PIT Count' as 1/28/2016 and the 'Populations in this Count' as Sheltered and Unsheltered Count. There are buttons for 'Hide Error Messages', 'Print Errors', and 'Save'. The form includes a question about data sources used for the sheltered population count, with input fields for 'HMIS Data' (1) and 'Provider-level surveys' (2).

#### Sheltered Population Questions

Questions within this tab only relate to the data sources and methods used to determine the total count of people in emergency shelter, Safe Havens, and transitional housing projects on the night of the count.

##### Question 1

Identify what data source(s) were used to produce the total number of sheltered persons during the PIT count and the approximate percent of the total count derived from each data source. Definitions of potential data sources follow:

- **HMIS Data.** The CoC used data collected and entered in HMIS.
- **Provider-level surveys.** The CoC asked shelter, transitional housing, and/or Safe Haven providers to complete standardized survey forms.
- **Client-level surveys.** The CoC asked sheltered clients to complete standardized survey forms.



- **Observation.** Enumerators conducted manual counts of people by observing the number of participants in sheltered locations.
- **Other.** Please specify.

#### Question 2

Was the CoC able to collect information about the number of people being sheltered on the night of the count from all emergency shelters, Safe Havens, and transitional housing projects listed on the HIC or only some?

- **Complete census count.** All providers listed on the HIC provided information to the CoC through one of the means listed above.
- **Random sample and extrapolation.** A statistically reliable random sample of providers was used (e.g., through a simple random sample, a stratified sample, or a cluster sample) as a basis for estimating the total number of sheltered people.
- **Non-random sample and extrapolation.** A non-random sample of providers was used (e.g., only counts of people in projects participating HMIS were used) as a basis for estimating the total number of sheltered people.

#### Question 3

What information or method(s) was used to de-duplicate the count of the total number of people included in the sheltered population? (Check all that apply):

- **Comparison of personally identifying information (PII), such as name, date of birth, and Social Security number**
- **Comparison of unique client identifiers (not PII)**
- **Blitz count of persons in shelters (i.e., count occurred at same time to avoid double counting)**
- **Interview/survey question(s) (e.g., have you already completed a count survey)**
- **No specific approach was used.**
- **Other.** Please specify.

#### ***Sheltered Subpopulations Questions***

Questions within this tab only relate to the data sources and methods used to determine the demographic and subpopulation characteristics of people in emergency shelter, Safe Havens, and transitional housing projects on the night of the count.

#### Question 4

What data source(s) was used to produce the demographic and subpopulation data included in the sheltered population (staying in an emergency shelter, Safe Haven, or transitional housing) on the night of the count? (select all that were used)

- **HMIS Data.** The CoC used data collected and entered in HMIS.
- **Provider-level surveys.** The CoC asked shelter, transitional housing, and/or Safe Haven providers to complete standardized survey forms.
- **Client-level surveys.** The CoC asked sheltered clients to complete standardized survey forms.

- **Observation.** Enumerators conducted manual counts of people by observing the number of participants in sheltered locations.
- **Other.** Please specify.

#### Question 5

Was the CoC able to collect information about the demographic and subpopulation characteristics of *all* sheltered people or *only some*?

- **All sheltered people**
- **A subset of sheltered people**

#### Question 5a (Sheltered Subpopulations)

How did the CoC select a subset of people? Definitions as follows:

- **Sheltered people were selected randomly.** A statistically reliable random sample of sheltered people was used (e.g., through a simple random sample, a stratified sample, or a cluster sample) as a basis for estimating the demographic and subpopulation characteristics of all sheltered people in the CoC.
- **Sheltered people were not selected randomly, but an effort was made to select a sample that “represented” all sheltered people in emergency shelters, safe havens, and transitional housing providers in the CoC.**
- **Sheltered people were not selected randomly, and the selection was driven by convenience or expediency (e.g., people that were willing to provide information).** A non-random sample of people was used as a basis for estimating the demographic and subpopulation characteristics of all sheltered people in the CoC. People were selected was based on practical considerations (e.g., providers or people who were willing to participate in the count or had data readily available on the night of the count).
- **Other.** Please specify.

#### Question 5b (Sheltered Subpopulations)

Did the CoC adjust the information in some way (e.g., statistical adjustment or extrapolation) to account for all sheltered people? Answer **Yes** or **No**.

#### Question 6

Looking at the change in your sheltered count from last year's count, please choose up to **three** reasons that best explains these changes from the drop down list below.

Please provide a brief description of these specific factors in the box provided.

- ☐ **Change in PIT count methodology**
- ☐ **Change in participation of program serving general homeless population (e.g., singles, families)**
- ☐ **Change in participation of programs serving subpopulation (e.g., veterans, youth)**
- ☐ **Increased or improved PIT count training**
- ☐ **Move volunteers for PIT count**

- ☐ Change in awareness of PIT count and relevant resources
- ☐ Change in CoC geographic coverage area
- ☐ Change in emergency shelter capacity
- ☐ Change in transitional housing capacity
- ☐ Change in rapid re-housing capacity
- ☐ Change in homelessness prevention capacity
- ☐ Change in other supportive housing subsidy capacity
- ☐ Change in landlord partnerships
- ☐ Impact of coordinated entry
- ☐ Impact of Housing First practices
- ☐ Change in availability of affordable housing
- ☐ Change in economic conditions (employment rate, etc.)
- ☐ Weather
- ☐ Other (specify)

#### 4.10.b Tab 3 and Tab 4: Unsheltered Population, Unsheltered Subpopulations

The unsheltered PIT count assists communities and HUD in understanding the total number and characteristics of people sleeping in places not meant for human habitation, including the streets, encampments, vehicles, and abandoned buildings.

The screenshot shows the HUDX Point-in-Time (PIT) Counts interface. The top navigation bar includes links for Home, Dashboard, HIC, PIT, AHAR, PULSE, Messages, Reports, and HDX Admin. Below this is a sub-navigation bar with links for PIT Counts, Homeless Populations, Homeless Subpopulations, Youth Populations, Veteran Populations, Methodology, Notes, and Reports. The main content area is titled "PIT Counts" and displays the "Date of PIT Count" as 1/28/2016 and "Populations in this Count" as Sheltered and Unsheltered Count. There are buttons for "Hide Error Messages", "Print Errors", and "Save". Below this, there are four tabs: "Sheltered Population", "Sheltered Subpopulations", "Unsheltered Population" (which is highlighted with a red box), and "Unsheltered Subpopulations". The "Unsheltered Population" tab is active, showing question 7: "What approach(es) was used to count the total number of people included in the unsheltered population during the PIT count. (select all that were used)". The question has three checkboxes: "Night of the count" - complete census (checked), "Night of the count" - known locations (checked), and "Night of the count" - random sample (unchecked).

#### Unsheltered Population Questions

Questions within this tab only relate to the data sources and methods used to determine the total count of people who were unsheltered on the night of the count.

##### Question 7

What approach(es) was used to count the total number of people included in the unsheltered population during the PIT count. Definitions of potential approaches follow:

- **“Night of the count” – complete census.** The CoC canvassed the entire CoC geography on the night of the count.

- **“Night of the count” – known locations.** The CoC used local information to determine locations where unsheltered people were known to be and counted all unsheltered people in these locations. For example, the CoC may have sent extra volunteers to sites known to be heavily trafficked by unsheltered homeless individuals and avoided sites where unsheltered homeless individuals have not been known to stay.
- **“Night of the count” – random sample.** The CoC used a statistically reliable sample to estimate the count of unsheltered people on the night of the PIT count.
- **Service-based count.** The CoC used surveys of people at local service-providers in the week following the count to identify people who were unsheltered on the night of the PIT count.
- **HMIS.** The CoC used information on people who are unsheltered and entered into their HMIS (e.g., through street outreach) to identify people who were unsheltered on the night of the PIT count.

#### Question 7a

Were certain areas within the CoC geography specifically excluded because the CoC had reason to believe there were no unsheltered people in those areas? Answer **Yes** or **No**.

#### Question 7b

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

- **Areas were selected randomly.** A statistically reliable random sample of geographic areas was used (e.g., through a simple random sample, a stratified sample, or a cluster sample)
- **Areas were not selected randomly, but an effort was made to select a sample of areas that “represented” the larger community.** A non-random sample of geographic areas was used as a basis that represented the characteristics of all areas. An effort was made to ensure areas that were selected had similar characteristics as the overall larger community.
- **Areas were not selected randomly, but an effort was made to use local knowledge to target known locations (e.g., areas with known concentrations of unsheltered homeless people).**
- Other. Please specify.

#### Question 7b1

Did the CoC adjust the information in some way (e.g., statistical adjustment or extrapolation) to account for areas within the CoC geography that were not canvassed but where unsheltered people might have been on the night of the PIT count. Answer **Yes** or **No**.

#### Questions 7c

In areas that were canvassed, identify whether the CoC did a count of all unsheltered people or a sample of people.

- **All people encountered during the count**
- **A sample of people encountered during the count**

### Question 7c1

How did the CoC select those people?

- **People were selected randomly.** A statistical effort was used to select people randomly (i.e., through a simple random sample, a stratified sample, or a cluster sample).
- **People were not selected randomly, but an effort was made to select a sample of people who “represented” unsheltered clients in the larger community.** A statistical approach was *not* used to select the sample, but rather local information was used about the types of unsheltered people in the CoC to handpick a group of people who appear to “represent” all unsheltered people.
- **People were not selected randomly, and the selection was driven by practicality or expediency (e.g., canvassers counted people that were in plain view from the sidewalk and did not try to look into buildings or cars).** A statistical approach was *not* used to select the sample, but rather the selection of people was determined by practical considerations (e.g., canvassers counted people who were in plain view from the sidewalk and did not try to look into buildings or cars).
- **Other.** Please specify.

### Question 7c2

Did the CoC adjust the information in some way (e.g., statistical adjustment or extrapolation) to account for all persons? Answer **Yes** or **No**.

### Question 8

What information or method(s) were used to de-duplicate the *total count of people* in the unsheltered populations? Definitions as follows:

- **Comparisons of Personally Identifying Information (PII)** such as name, date of birth, or Social Security number
- **Comparison of Unique Client Identifiers (not PII).** The CoC used unique identifiers assigned to unsheltered homeless persons to de-duplicate its records.
- **Blitz count of unsheltered people.** The CoC used a “blitz approach” to count unsheltered people during a relatively short timeframe (e.g., canvassing of different areas occurred at the same time to avoid double counting). The blitz count capitalizes on the fact that people can only be in one place at one time, and thus the approach minimizes the possibility of duplicate records by conducting the count quickly.
- **Interview/survey question(s) with screening questions.** The CoC asked specific survey question(s) of each unsheltered person (e.g., have you already completed a count survey) to de-duplicate its records.
- **No specific approach was used.** The CoC did not attempt to systematically de-duplicate its records.
- **Other.** Please specify.

### ***Unsheltered Subpopulations Questions***

Questions within this tab only relate to the data sources and methods used to determine the demographic and subpopulation characteristics of people who were unsheltered on the night of the count.

#### **Question 9**

What approach(es) was used to collect *demographic and subpopulation* data about unsheltered people included in the unsheltered population during the PIT count? (Select all that were used):

- **Surveys/ interviews of people identified as unsheltered on the night of the PIT count**
- **Surveys/ interviews of people identified as unsheltered on the night of the PIT count, but completed at a later date**
- **Surveys/ interviews of people identified within 7 days following the night of the PIT count who may have been unsheltered on the night of the PIT count (e.g., “service-based surveys at locations where people who are homeless go for assistance)**
- **HMIS data from street outreach and/ or other providers**
- **Other.** Please specify.

#### **Question 10**

Were all people who were encountered during canvassing on the night of the count or during post night of the count PIT activities asked to complete a survey/interview?

- **All people encountered were surveyed**
- **A subset of people were surveyed**

#### **Question 10a**

How did the CoC select those people?

- **People were selected randomly.** A statistically reliable random sample of unsheltered people was used (e.g., through a simple random sample, a stratified sample, or a cluster sample) as a basis for estimating the demographic and subpopulation characteristics of all unsheltered people in the CoC.
- **People were not selected randomly, but an effort was made to select a sample of people that “represented” all unsheltered people**
- **People were not selected randomly, and the selection was driven by practicality or expediency (e.g., people willing and able to complete a survey on the night of the PIT count)** A non-random sample of people was used as a basis for estimating the demographic and subpopulation characteristics of all unsheltered people in the CoC. People were selected was based on practical considerations (e.g., providers or people who were willing to participate in the count or had data readily available on the night of the count).
- **Other.** Please specify.

#### Question 10b

Did the CoC adjust the information in some way (e.g., statistical adjustment or extrapolation) to account for all persons in all projects? Answer **Yes** or **No**.

#### Question 11

What information or method(s) was used to produce an unduplicated total count of homeless people across your sheltered and unsheltered populations? Definitions as follows:

- **Comparisons of Personally Identifying Information (PII).** The CoC compared a combination of personally identifying information such as name, date of birth, age and Social Security Number to de-duplicate its records.
- **Comparison of Unique Client Identifiers (not PII).** The CoC used unique identifiers assigned to homeless persons to de-duplicate its records.
- **Blitz count of persons in sheltered and unsheltered locations.** The CoC used a “blitz approach” in a relatively short timeframe (e.g., sheltered and unsheltered counts occurred at same time to avoid double counting, such as during a few hours on the night of the count).
- **Interview/survey questions with screening questions.** The CoC asked specific survey question(s) of each participant.
- **No specific approach was used.** The CoC did not attempt to systematically de-duplicate its records.
- **Other.** Please specify.


#### Question 12

Looking at the changes in your unsheltered count from last year’s count, please choose up to **three** reasons that best explains these changes from the drop down list and please provide a brief description of these specific factors.

- **Change in PIT count methodology**
- **Change in participation of program serving general homeless population (e.g., singles, families)**
- **Change in participation of programs serving subpopulation (e.g., veterans, youth)**
- **Increased or improved PIT count training**
- **Move volunteers for PIT count**
- **Change in awareness of PIT count and relevant resources**
- **Change in CoC geographic coverage area**
- **Change in emergency shelter capacity**
- **Change in transitional housing capacity**
- **Change in rapid re-housing capacity**
- **Change in homelessness prevention capacity**
- **Change in other supportive housing subsidy capacity**
- **Change in landlord partnerships**
- **Impact of coordinated entry**
- **Impact of Housing First practices**
- **Change in availability of affordable housing**

- Change in economic conditions (employment rate, etc.)
- Weather
- Other (specify)













## 4.11 PIT Reporting Status Overview


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

Date of Count:

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Current Status        | In Progress - Please fix errors to submit <a href="#">Submit Data</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Reports               | <ul style="list-style-type: none"> <li><a href="#">Point-in-Time Summary</a>  </li> <li><a href="#">Point-in-Time Summary Youth Populations</a>  </li> <li><a href="#">Point-in-Time Methodology</a>  </li> <li><a href="#">Point-in-Time Summary Veterans</a>  </li> <li><a href="#">Point-in-Time Subpopulations Summary</a>  </li> <li><a href="#">Notes Report</a>  </li> </ul> |
| Last Update On        | 2/19/2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Last Update By        | Hannah Weiss                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Submitted On          | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Submitted By          | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Validation Errors +   | 110 Validation Errors - Please fix in order to submit data <a href="#">Print</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Validation Warnings + | 3 Validation Warnings <a href="#">Print</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

On the PIT Count Reporting Status tab, HDX users with appropriate privileges can:

- Submit their CoC's 2016 PIT count data (**Note: HIC data must be submitted separately, on the HIC Reporting Status page**);
- Access a PIT summary report in PDF or Excel Format;
- See when and by whom the CoC's PIT count data was last updated;
- See when and by whom the CoC's PIT count data was submitted for prior years;
- Review validation errors that must be fixed in order to submit data;
- Review validation warnings; and
- Access messages related to the CoC's PIT count data.



## 4.12 Addressing Validation Warnings and Errors

The HDX contains validation errors and validation warnings to assist CoCs in identifying and addressing any inconsistencies in their PIT count data. These errors and warnings will appear once data is saved in the HDX, and will be displayed on each sub-tab.

Home Dashboard HIC PIT AHAR PULSE Messages Reports HDX Admin

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

### PIT Counts

Date of PIT Count: 1/28/2016

Populations in this Count: Sheltered and Unsheltered Count

Data Saved. [Hide Error Messages](#) [Print Errors](#) [Save](#)

**Homeless Subpopulations**

**Chronically Homeless Subpopulations**  
*(Chronically homeless subpopulation data is required for sheltered persons and for unsheltered persons)*

|                                                                       | Sheltered                      |                                | Unsheltered                     | Total                          |
|-----------------------------------------------------------------------|--------------------------------|--------------------------------|---------------------------------|--------------------------------|
| Emergency Shelters                                                    |                                | Safe Haven                     |                                 |                                |
| Chronically Homeless Individuals                                      | <input type="text" value="2"/> | <input type="text" value="3"/> | <input type="text" value="2"/>  | <input type="text" value="7"/> |
| Chronically Homeless Families (Total Number of Families)              | <input type="text" value="1"/> |                                | <input type="text" value="22"/> |                                |
| Persons in Chronically Homeless Families (Total Persons in Household) | <input type="text" value="4"/> |                                | <input type="text" value="4"/>  |                                |

**Validation Error**  
Number of households (22) greater than number of persons (4).  
  
Chronically Homeless Families (Total Number of Families) in Emergency Shelter (22) cannot exceed the Total Number of Households with at least one adult and one child and Households with only children in Emergency Shelter (5).













**Chronically Homeless Veterans**  
*(Chronically Homeless Veteran Data is a subset of the All Chronically Homeless Individuals and Families.)*

|                                                                  | Sheltered                      |                                | Unsheltered                    | Total                          |
|------------------------------------------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Emergency Shelters                                               |                                | Safe Haven                     |                                |                                |
| Chronically Homeless Veteran Individuals                         | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Chronically Homeless Veteran Families (Total Number of Families) | <input type="text" value="1"/> |                                | <input type="text" value="1"/> | <input type="text" value="2"/> |

The validation errors and warnings can also be viewed on the [Reporting Status](#) tab. CoCs will not be able to submit their data until all validation errors are addressed. CoCs can submit data with validation warnings; however, an explanation about the warning must be provided in the *Notes* field (explained below).

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

Date of Count: 01/28/2016

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Current Status               | In Progress - Please fix errors to submit <a href="#">Submit Data</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Reports                      | <ul style="list-style-type: none"> <li><a href="#">Point-in-Time Summary</a>  </li> <li><a href="#">Point-in-Time Summary Youth Populations</a>  </li> <li><a href="#">Point-in-Time Methodology</a>  </li> <li><a href="#">Point-in-Time Summary Veterans</a>  </li> <li><a href="#">Point-in-Time Subpopulations Summary</a>  </li> <li><a href="#">Notes Report</a>  </li> </ul> |
| Last Update On               | 2/19/2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Last Update By               | Hannah Weiss                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Submitted On                 | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Submitted By                 | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Validation Errors +</b>   | 110 Validation Errors - Please fix in order to submit data <a href="#">Print</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Validation Warnings +</b> | 3 Validation Warnings <a href="#">Print</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## 4.13 Entering Explanations/Additional Information on the Data

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


Home Dashboard HIC PIT AHAR PULSE Messages Reports HDX Admin  
 Point-in-Time (PIT) PIT Counts Homeless Populations Homeless Subpopulations Youth Populations Veteran Populations Methodology **Notes** Reporting Status

### PIT Counts

Date of PIT Count: 1/28/2016  
 Populations in this Count: Sheltered and Unsheltered Count  
[Hide Error Messages](#) [Print Errors](#) [Save](#)

**Notes**

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


**Validation Error**  
 There are warnings on this PIT count. Please enter an explanation in the notes-field.

## 4.14 Submitting the PIT Count Data to HUD

PIT count data **MUST** be submitted to HUD by 7:59:59 p.m. eastern time, **Monday, May 2, 2016**. To submit PIT count data, click on the Reporting Status tab on the gray toolbar within the PIT Module.

If the CoC has any validation errors or unexplained warnings, the *Submit Data* button will be light gray and deactivated. It will only be possible to click this button once all of the CoCs errors have been corrected and there are notes to explain any warnings.

Once the CoC's PIT count data is error-free, the *Submit Data* button in the top right corner of the table will be blue. Click it to submit PIT count data to HUD.

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

A reminder message will appear when a CoC submits PIT count data if the HIC data has not yet been submitted.

**REMEMBER: ONLY THE PERSON WITH SUBMIT RIGHTS FOR THE PIT MODULE CAN SUBMIT THE DATA TO HUD. PLEASE MAKE SURE TO REVIEW WHO HAS SUBMIT RIGHTS BEFORE THE DEADLINE, AS EXTENSIONS WILL NOT BE GRANTED FOR PROBLEMS WITH SUBMISSION PRIVILEGES.**