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2018 Housing Inventory Count and Point-in-Time Count of Homeless Persons:

Data Submission Guidance



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1. PURPOSE OF THIS GUIDANCE

This document provides information to Continuums of Care (CoCs) on how to successfully submit their 2018 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 count data, please see [Notice CPD-17-08: 2018 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 **Thursday, March 1, 2018**, and CoCs must submit their 2018 HIC and PIT count data by **Monday, April 30, 2018, 8:00 p.m. eastern time**. Submitting the HIC and the PIT count 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 to be considered complete. Meeting the HIC and PIT count data submission deadline has generally been considered a factor by HUD in the annual CoC Program Competition.

The Collaborative Applicant/Primary Contact in HDX for each CoC is responsible for ensuring that the 2018 HIC and PIT count data are 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-17-08: 2018 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 \(FAQ\)](#).

Quick Start for New Users

Step 1. The new user must create an account by going to [HUDHDX.info](#), selecting “Create an Account,” and entering all the necessary information (shown in Section 2.1).

Step 2. The CoC’s Primary Contact (described in Section 2.3) authorizes the new user by visiting the CoC “HDX Admin” page and selecting “Add user.” The Primary Contact must enter the new user’s name and email.

Step 3. The CoC’s Primary Contact assigns “rights” to the new user for each of the modules in the HDX (described in Section 2.5).

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:

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

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

To enter, edit, and submit data into the HDX, a user must first establish an account and a password at the [HUDHDX.info/Create an Account](http://HUDHDX.info/CreateAnAccount) 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.

2.2 Update an HDX Account

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.

The screenshot shows the 'Create an Account' page of the HUD.HDX system. At the top, the HUD logo and 'Homelessness Data Exchange' are visible. Below that, there are tabs for 'Home', 'Login', and 'Create an Account'. The main form area is titled 'Create an Account' and includes a note '(*) required). It contains fields for 'Your Email' (with a note: '(Will also serve as your username.)'), 'Confirm Email', 'First Name', 'Last Name', 'Name of Organization', 'User Type' (a dropdown menu), 'Your CoC' (a dropdown menu), 'Address', 'City', 'State' (a dropdown menu), 'Zip', 'Phone' (with an 'ext:' field), 'Phone 2 (mobile, etc.)' (with an 'ext:' field), and 'Fax'. Below these are fields for 'Password' and 'Confirm Password', and a dropdown for 'Security Question' (set to 'What is your mother's maiden name?') and 'Security Answer'. At the bottom is a CAPTCHA challenge with the words 'steeden much' and a text input field for 'Type the two words:'. The CAPTCHA logo includes the text 'reCAPTCHA™ stop spam. read books.'

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

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

Home Dashboard HIC PIT AHAR Sys PM 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: 5/1/2018 Errors: 2 Warnings: 0	Point-in-Time Counts Status: In Progress Report Due: 5/1/2018 Errors: 5 Warnings: 5
Date of Inventory Count: 1/29/2018 Total Organizations: 1 Total Projects: 1 Total Beds: 2100 Total PIT Count: 2630 Utilization Rate: 125% Updated By: Mark Silverbush Updated On: 2/21/2018 View HIC	Sheltered Populations (most recent count) Date of Count: 1/29/2018 Total Persons: 4612 Total Households: 3487 Unsheltered Populations (most recent count) Date of Count: 1/29/2018 Total Persons: 894 Total Households: 846 View PIT

Account Details

First Name: John
Last Name: Smith
Organization: Catholic Charities
Address: 500 Main Street
City: Centennial
State: CO
Zip: 80634
Email: John_Smith@msn.com
Phone: 555-555-5555
Phone 2: 555-555-5666
Fax:

[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. The Collaborative Applicant can allow other CoC staff to access the PIT, HIC, AHAR, and System Performance Measure HDX modules as authorized users.

The Primary Contact 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 that need to update or change their Collaborative Applicant, HDX Primary Contact must 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/fags/778/how-do-we-change-the-primary-contact/>.

2.4 Adding and Deleting 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. To add new users who can see, edit, or submit data for the CoC, the HDX Primary Contact will click on the *Add User* button on the [HDX Admin](#) tab:

The screenshot shows the HDX Admin interface with the 'HDX Admin' tab selected. The 'Add User' button is highlighted with a red box. The interface includes sections for CoC, Housing Inventory, PIT Counts, AHAR, and PULSE, each with 'Read', 'Write', and 'Submit' checkboxes. The 'User' column lists Lauren Dunton and Molly McEvilley, with Lauren Dunton marked as the 'Primary' contact.

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.

Note: The email, first name, and last name entered by the new user and primary contact must be exactly the same or the account may not activate appropriately.

Add User

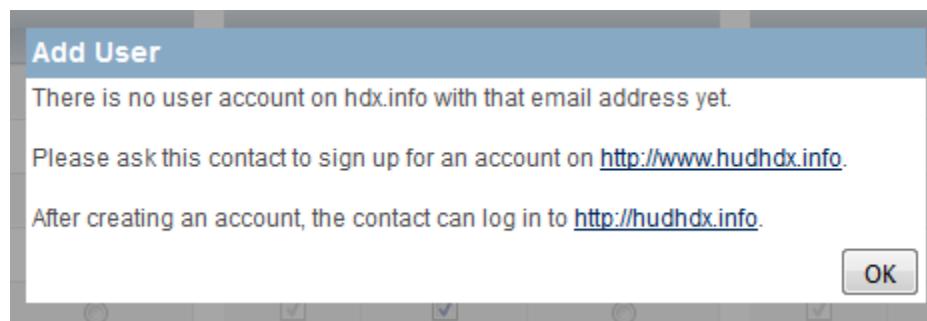
Email*: newuser@mycontinuum.org

First Name*: New

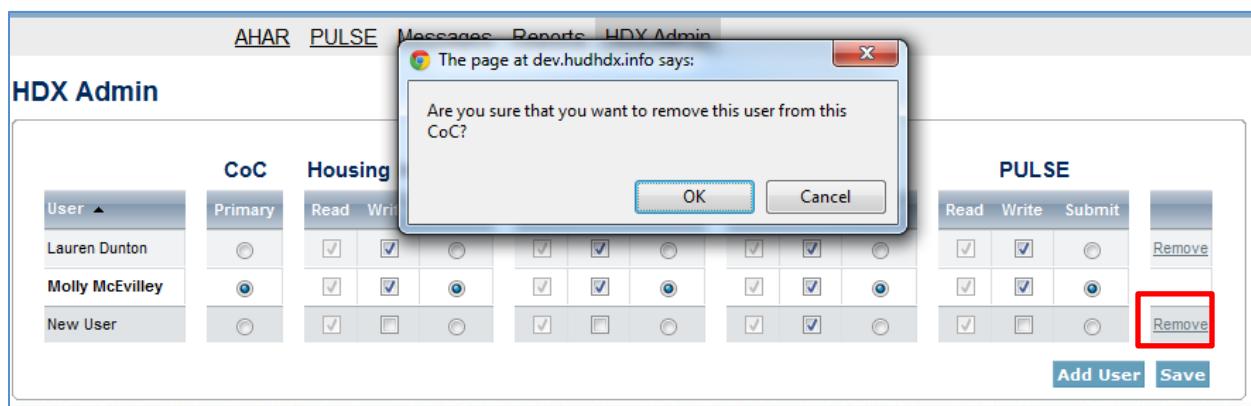
Last Name*: User

Add User **Cancel**

New users who have not yet created an account must register at the [HUDHDX.info Create an Account](http://www.hudhdx.info) site.



The Primary Contact should periodically review all CoC users to ensure that all users have appropriate levels of access, 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.



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.

HDX Admin																
User ▾	Primary	CoC			Housing Inventory			PIT Counts			AHAR			PULSE		
		Read	Write	Submit	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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	
Molly 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="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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	

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

3. HOUSING INVENTORY COUNT SUBMISSION GUIDANCE

3.1 Important Changes to HIC Reporting Requirements

The following new or clarified reporting requirements are highlighted in the [Notice CPD-17-08: 2018 HIC and PIT Data Collection for CoC and ESG Programs](#):

1. HUD published its 2017 HMIS Data Standards in April 2017, outlining changes to HMIS data collection. While communities are not required to use HMIS to generate their HIC, HUD updated the data standards to include the data elements associated with the HIC so that communities can generate most of the data for the HIC directly from their HMIS, if desired.
2. The Department of Veterans Affairs (VA) recently designated components within its Grant and Per Diem (GPD) program. The 2017 HMIS Data standards were updated to reflect these changes. Beginning in 2017, communities must report their GPD projects by component type and project type in the HIC. The chart below identifies the appropriate project type in HMIS and the HIC based on the GPD components.

Component in GPD	Project Type in the HIC
Bridge Housing	Transitional Housing
Low Demand	Safe Haven
Service Intensive Transitional Housing	Transitional Housing
Hospital to Housing	Transitional Housing
Clinical Treatment	Transitional Housing
Transition in Place	Permanent Housing - OPH

3. The 2017 Data Standards funding sources were updated to include VA-funded Contract Residential Services (CRS), which is a consolidation of the former Health Care for Homeless Veterans (HCHV) Emergency Housing and Residential Treatment Programs. This Notice has been updated to reflect that change.

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 3.3 Creating and Submitting 2018 HIC Data.](#)

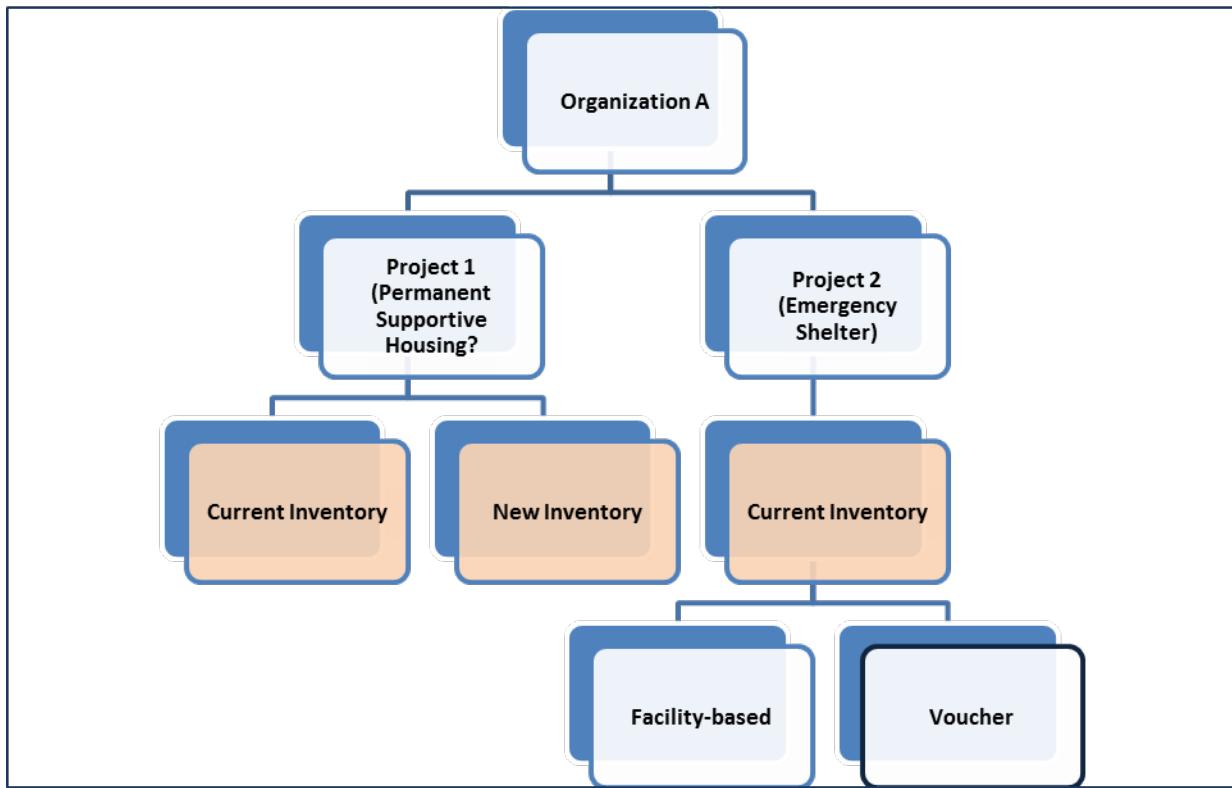
HIC data in the HDX is made up of three basic components:

- **Organization records** – Organizations only have one characteristic – the organization name. 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 only one geocode. Each 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 (new inventory, current inventory, or inventory under development). In addition, Emergency Shelters that have more than one Bed Type (facility-based, voucher-based, other type) will have more than one Inventory Record.¹ The chart below shows Organization A's inventory. Each orange box represents a distinct inventory record:

¹ The most common reason a project will have multiple inventory records on the HIC is if it contains inventory with different values for the Inventory Type or the Emergency Shelter Bed Type, as illustrated in the chart. However, there are also two less common reasons: (1) If a single project has multiple seasonal inventories that were all active on the night of the PIT count but were available for different periods of time (different seasonal start and end dates), then they must be reported in separate inventory records. (2) If a project has inventory under

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



The HIC module is organized by six topics that are designed to help CoCs enter organization, project, and project inventory data accurately. Each topic is listed on a separate tab, shown below.



To access any one of the topics, click on its name in the gray navigation bar. Each of the tabs is described in detail in the following sections.

development, some of which will be open for occupancy within a year and some of which will not, then they too must be separately reported in different inventory records.

3.2.a Organizations & Projects Overview

Homelessness Data Exchange | Now viewing data for: AA-101 - Test CoC 1
Welcome, Tracy D'Alane

HDA
Home Dashboard HIC PIT AHAR Sys PM Messages Reports HDX Admin
Development

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
<input type="text"/>	<input checked="" type="button" value="Active"/> <input type="button" value="Inactive"/>	2018 <input type="button" value="Search"/> <input type="button" value="Show All"/> <input type="button" value="Export to Excel"/>

Organization View
 Project View
[Add Organization or Project](#)

Actions available from the Organizations and Projects tab:

- Review a list of organizations included in the CoC's HIC;
 - Review a list of all organizations and projects included on the CoC's HIC;
 - Search for organizations and projects;
 - Export the organizations and project data to Excel;
 - Sort the view of organizations and projects lists;
 - Filter the lists by year and project status (Active or Closed);
 - Add a new organization and/or projects;
 - Edit the basic characteristics of an existing; and
 - Edit the name of an existing organization.

3.2.b Inventory List Overview

Actions available from the Inventory List tab:

- Enter the date of the CoC's 2018 HIC;
 - Review a complete list of the CoC's housing inventory for 2018 and previous years;
 - Choose which columns to display;
 - Search for a particular record or records;
 - Sort the view of the inventory list;
 - Filter the list of inventory by year or project type;
 - Export the CoC's housing inventory data to Excel;
 - Duplicate a record of an existing project to create a new project record; and
 - Delete a project inventory record.

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 Count : 1/29/2018 Change Date																							
Search <input type="text"/> Year <input type="text"/> Project <input type="text"/> Any <input type="button" value="Search Inventory"/> <input type="button" value="Show All"/>																							
<input type="button" value="Export to Excel"/> <input type="button" value="Add Organization or Project"/>																							
Star Row#	Year	Type	Organization Name	Project Name	Geo Code	Inventory Type	Bed Type	Beds HH w/ Children	Units HH w/ Children	Beds HH w/o only Children	Beds HH w/ only Children	McKinney- Vento	Year-Round Beds	Overflow Beds	HMIS Overflow Beds	PIT Count	Total Beds	Utilization Rate					
★ 146028	2018	ES	163rd Street Council	Odgen Avenue Residence	110006	C	Facility-based beds	100	25	2000	0	No	2100	0	0	2630	2100	125 %					

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 inventory record, where 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 2018 data for individual projects, including:
 - Project characteristics:
 - Project Type
 - Geo Code
 - Target Population A
 - Target Population B
 - HUD McKinney-Vento Funded
 - Now expanded to meet new HMIS Data Standards
 - Additional Federal Funding Sources
 - Now expanded to meet new HMIS Data Standards
 - Project Inventory data;
 - Inventory Type
 - Bed Type (ES Projects Only)
 - Natural Disaster Beds
 - Seasonal Bed Count (ES Projects Only)
 - Overflow Bed Count (ES Projects Only)
 - 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 people occupying the inventory on the night of the HIC and PIT count.
- Review inventory details from previous years by clicking on the drop-down arrow next to the date.
- Navigate to other project inventory details within the same organization.

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 Council	Project	Add new project	2018	Add Inventory
Odgen Avenue Residence					

Project Characteristics for 2018

Project Type	ES: Emergency Shelter
Geo Code	110006 (WASHINGTON)
Target Population A	SM: Single males
Target Population B	NA: Not Applicable

Note: CoCs should only select S+C, SRO, or SHP as the McKinney-Vento funding source if they still have funding and use requirements associated with that funding. Projects that were originally funded under those programs but are currently being renewed under the CoC Program should only identify CoC as the funding source.

McKinney-Vento	None
Emergency Solutions Grants Program (ESG)	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input checked="" type="radio"/> ESG – Emergency Shelter	
<input type="radio"/> ESG – Rapid Re-Housing	
Continuum of Care Program (CoC)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Shelter Plus Care program (S+C)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Section 8 Moderate Rehabilitation Single-Room Occupancy program (SRO), including grants formerly funded under McKinney-Vento but renewed under Section 8	<input type="radio"/> Yes <input checked="" type="radio"/> No
Supportive Housing Program (SHP)	<input checked="" type="radio"/> Yes <input type="radio"/> No

Note:

- If there are multiple additional federal funding sources, CoCs will select all that apply for each project.
- CoCs should not report VA-funded Mental Health Residential Rehabilitation Treatment Program – Domiciliary Care for Homeless Veterans (VADOM) inventory in the HIC. The VA and HUD determined that VADOM inventory are more appropriately identified as institutions and should not be included in the HIC or PIT count.

Project Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
146028	2018	C	2100	2630	125 %

Row # 146028 - 163rd Street Council - Odgen Avenue Residence - 2018

Inventory Type	<input checked="" type="radio"/> Current Inventory <input type="radio"/> New Inventory <input type="radio"/> Under Development					
Beds are Disaster-related beds associated with a nationally recognized natural disaster	<input type="radio"/> Yes <input checked="" type="radio"/> No					
Bed Type	<input checked="" type="radio"/> Facility-based beds <input type="radio"/> Voucher beds <input type="radio"/> 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
100			100	100	0	0
Veterans Beds	Youth Beds		Veterans Beds	Youth Beds		
0	0		10	0		
Seasonal Beds				Overflow Beds		
Beds	HMIS Beds	Start Date	End Date	Beds	HMIS Beds	
0	0			0	0	

Notes

Point-in-Time Homeless Count of People in These Beds on 1/29/2018: **98** [Change Date](#)

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

Additional Federal Funding

HUD-VA Supportive Housing (HUD-VASH)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Supportive Services for Veteran Families Program (SSVF)	<input checked="" type="radio"/> Yes <input type="radio"/> No
VA: Grant and Per Diem Program (GPD)	<input checked="" type="radio"/> Yes <input type="radio"/> No
VA: Health Care for Homeless Veterans (HCHV)	<input checked="" type="radio"/> Yes <input type="radio"/> No
VA: Compensated Work Therapy-Transitional Residence (CWT/TR)	<input checked="" type="radio"/> Yes <input type="radio"/> No
HHS: RHY Basic Center Programs (BCP)	<input checked="" type="radio"/> Yes <input type="radio"/> No
HHS: RHY Transitional Living Program (TLP)	<input checked="" type="radio"/> Yes <input type="radio"/> No
HHS: RHY Maternity Group Homes for Pregnant and Parenting Youth (MGH)	<input checked="" type="radio"/> Yes <input type="radio"/> No
HHS: RHY Demonstration Project	<input checked="" type="radio"/> Yes <input type="radio"/> No
HUD Housing Opportunities for Persons with AIDS (HOPWA) programs	<input checked="" type="radio"/> Yes <input type="radio"/> No
HUD Public and Indian Housing (PIH) programs (non-VASH), including public housing and housing choice voucher inventory that is dedicated to homeless persons	<input checked="" type="radio"/> Yes <input type="radio"/> No
Other: (Specify)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Housing Type	
<input checked="" type="radio"/> Site-based – single site	
<input type="radio"/> Site-based – clustered / multiple sites	
<input type="radio"/> Tenant-based – scattered site	
Victim Service Provider	
<input checked="" type="radio"/> Yes <input type="radio"/> No	

3.2.d HIC Questions Overview

The screenshot shows the HDX software interface with the following details:

- Header:** Homelessness Data Exchange, Now viewing data for: AA-101 - Test CoC 1.
- Navigation Bar:** Home, Dashboard, HIC (highlighted), PIT, AHAR, Sys PM, Messages, Reports, HDX Admin.
- Sub-navigation:** Housing Inventory Counts (HIC), Organizations and Projects, Inventory List, Inventory Details, **HIC Questions** (highlighted with a red box), Reporting Status, Import Data.
- Title:** HIC Questions for AA-101 - Test CoC 1
- Form Fields:**
 - Year: 2018 (dropdown)
 - Date of the Housing Inventory Counts: 1/29/2018 [Change](#)
 - Save button
- Question:** 1. Does the CoC use HMIS and project descriptor elements to populate the annual Housing Inventory Count (HIC)?
 - Yes
 - No

Actions available on the HIC Questions tab:

- Report whether the CoC uses HMIS and project descriptor data elements to populate the HIC.

3.2.e Reporting Status Overview

The screenshot shows the HDX software interface with the following details:

- Header:** Homelessness Data Exchange, Now viewing data for: AA-101 - Test CoC 1.
- Navigation Bar:** Housing Inventory Counts (HIC), Organizations and Projects, Inventory List, Inventory Details, HIC Questions, **Reporting Status** (highlighted with a red box), Import Data.
- Title:** Reporting Status for AA-101 - Test CoC 1
- Form Fields:**
 - Year: 2018 (dropdown)
- Instructions:** Click on the + sign to expand the selection to better see available reports and a list of all validation errors and warnings.
- Data Table:**

Current Status	In Progress	Validate and Submit
Date of the Housing Inventory Counts	1/29/2018 Change	
+ Reports	11	
Last Update On	2/21/2018	
Last Update By	Mark Silverbush	
Submitted On	2/20/2018 ✓	
Submitted By	Stefan Baumgartner	
+ Validation Errors	0 Validation Errors	
+ Validation Warnings	0 Validation Warnings	
+ Messages	2 Messages	
- Validation Overlay:** A modal window titled "HIC Validation" contains the message "...". It has "Close" and "Save changes" buttons.

Actions available from the Reporting Status tab:

- Validate and submit 2018 HIC data (**Note: PIT count data must be submitted separately from the PIT Reporting Status page;**);
- Review and change the date of the CoC's 2018 HIC – clicking on the change link will take you to another page where you can update the HIC 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;
- Navigate to the Reporting Status page for each year from 2008 through the present;
- Review validation *errors* that must be fixed to submit data (click on the plus sign to expand the list of errors);
- Review validation *warnings* (click on the plus sign to expand the list of 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 2018 HIC;
- Enter the Date of the Housing Inventory Count; and
- Import comma separated value (CSV) files generated by the CoC's HMIS to populate the 2018 HIC.

Duplicate Previous Year Data

The screenshot shows the HDA website interface for the 'Import Data' section. At the top, there is a navigation bar with links: Home, Dashboard, HIC, PIT, AHAR, Sys PM, Messages, Reports, HDX Admin. Below the navigation bar, there is a secondary menu with links: Housing Inventory Counts (HIC), Organizations and Projects, Inventory List, Inventory Details, HIC Questions, Reporting Status, and Import Data. The 'Import Data' link is highlighted with a red box. The main content area has a title 'Import Data to AA-104 - Test CoC 4'. Below the title, there are two buttons: 'Duplicate Previous Year' (highlighted with a red box) and 'Upload CSV Files'. A message box contains the text: 'Click the button "Copy Previous Year" to copy data from your last complete HIC (Inventory Count Date 2/16/2017) to the next year (2018).'. Below the message box, there is a form field with the label 'Date of the Housing Inventory Counts:' followed by a date input field containing '2/16/2018' and a calendar icon. Next to the date input field is a button labeled 'Copy Previous Year'.

Import Data from HMIS

The screenshot shows the HDX software interface for importing Housing Inventory Counts (HIC) data. At the top, there's a navigation bar with links: Home, Dashboard, HIC (which is the active tab), PIT, AHAR, Sys PM, Messages, Reports, HDX Admin. Below the navigation bar, a secondary menu has items: Housing Inventory Counts (HIC), Organizations and Projects, Inventory List, Inventory Details, HIC Questions, Reporting Status, and Import Data (which is also highlighted with a red box). The main content area is titled "Import Data to AA-104 - Test CoC 4". It contains a sub-navigation bar with "Duplicate Previous Year" and "Upload CSV Files" (the latter is highlighted with a red box). Below this, there's a form for entering file information: Date of the Housing Inventory Counts (with a date input field), Organization File (with a "Choose File" button and "No file chosen" message), Project File (with a "Choose File" button and "No file chosen" message), Inventory File (with a "Choose File" button and "No file chosen" message), Geography File (with a "Choose File" button and "No file chosen" message), and Funder File (with a "Choose File" button and "No file chosen" message). At the bottom of the form is a blue "Upload" button.

3.3 Creating and Submitting 2018 HIC Data

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

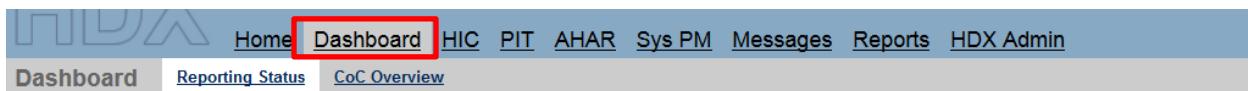
1. Duplicating the previous year's HIC data already in HDX or importing HIC data exported from the CoC's HMIS;
2. Entering or updating and reviewing organization and project data;
3. Entering or updating and reviewing project inventory data;
4. Entering and reviewing PIT count data for each project inventory record; and
5. Validating and submitting HIC data to HUD.

3.3.a Creating 2018 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 access this function:

1. **Copy data from link on the Dashboard** – Click on the *Copy data from 2017* link in the Housing Inventory Counts box. This link leads to the Import Data tab.



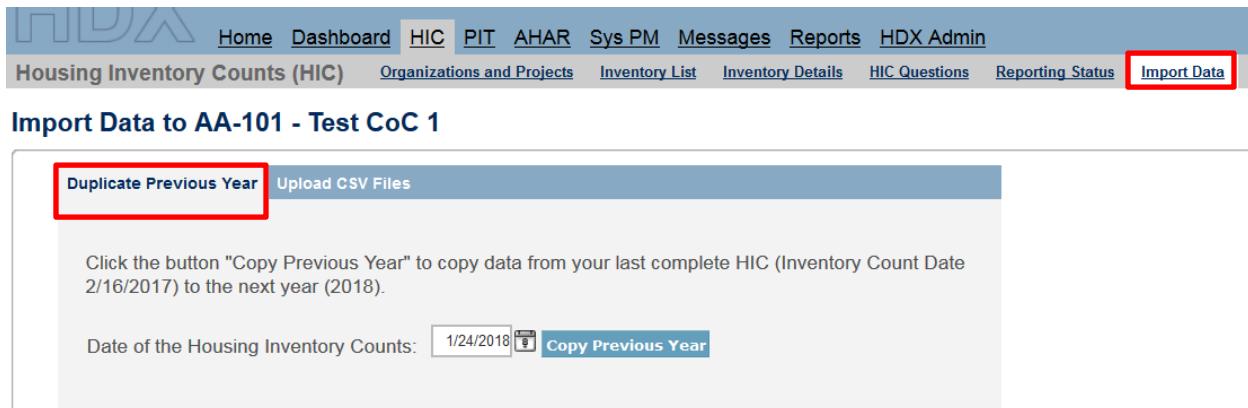
The screenshot shows the HDX Admin dashboard. At the top, there's a blue header bar with the HDX logo on the left and navigation links: Home, Dashboard, HIC, PIT, AHAR, Sys PM, Messages, Reports, and HDX Admin. Below the header is a grey navigation bar with three tabs: Dashboard (selected), Reporting Status, and CoC Overview.

Reporting Status for AA-104 - Test CoC 4

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

Housing Inventory Counts	Report Due: 5/1/2018	Point-in-Time Counts	Report Due: 5/1/2018
Status: No 2018 Data	Errors: - Warnings: -	Status:	Errors: - Warnings: -
Date of Inventory Count: - Total Organizations: 0 Total Projects: 0 Total Beds: - Total PIT Count: 1 Utilization Rate: - Updated By: - Updated On: -	Copy data from 2017 View HIC	Sheltered Populations (most recent count) Date of Count: - Total Persons: - Total Households: -	Unsheltered Populations (most recent count) Date of Count: - Total Persons: - Total Households: -
			View PIT

2. Go directly to the Import Data tab – Click on the Import Data link. Make sure to enter the date of the CoC’s 2018 HIC, and click the *Copy Previous Year* button.



The screenshot shows the Import Data page for CoC 1. At the top, there's a blue header bar with the HDX logo on the left and navigation links: Home, Dashboard, HIC (selected), PIT, AHAR, Sys PM, Messages, Reports, HDX Admin. Below the header is a grey navigation bar with tabs: Housing Inventory Counts (HIC), Organizations and Projects, Inventory List, Inventory Details, HIC Questions, Reporting Status, and Import Data (selected).

Import Data to AA-101 - Test CoC 1

Duplicate Previous Year Upload CSV Files

Click the button "Copy Previous Year" to copy data from your last complete HIC (Inventory Count Date 2/16/2017) to the next year (2018).

Date of the Housing Inventory Counts: [Copy Previous Year](#)

After the system has duplicated the previous year's data, you will receive a message indicating how many inventory records were copied from the prior year:

The screenshot shows the HUD HDX Admin interface. At the top, there is a navigation bar with links: Home, Dashboard, HIC, PIT, AHAR, Sys PM, Messages, Reports, and HDX Admin. Below this is a secondary navigation bar with links: Housing Inventory Counts (HIC), Organizations and Projects, Inventory List, Inventory Details, HIC Questions, Reporting Status, and Import Data. The main content area has a title "Import Data to AA-104 - Test CoC 4". Below the title are two buttons: "Duplicate Previous Year" and "Upload CSV Files". A message box displays the text "Copied 146 inventory records from 2017 to 2018". At the bottom of the message box is a red-bordered button labeled "Go to Inventory List".

Click on the [Go to Inventory List](#) to be taken to the page which shows you all the projects that have been copied from the previous year.

After successfully duplicating your HIC, please carefully review each record for accuracy and update the data as necessary.² For example, the HIC requires a PIT Count for each HIC inventory record, which you will need to manually enter on the Inventory Details page. You will also need to manually enter data for any new fields that did not exist in the prior year's HIC. In 2018, that includes the expanded categories under Additional Federal Funding.

Importing HIC Data Generated by HMIS

A CoC may choose to upload its HIC data using CSV files generated by the HMIS application, if the CoC's HMIS offers that functionality. Although not required, uploading HIC data is often more efficient than manually entering it into HUD's HDX; it also tends to improve the overall quality of HMIS data and reduce the possibility of data entry errors. Some HIC-related data elements are optional under the HMIS Data Standards. Communities that do not collect these optional data elements in HMIS may still export and upload existing data.

To import CSV data, navigate to the [Import Data](#) tab on the gray toolbar and click on the [Upload CSV Files](#) sub-tab.

² When you duplicate your prior year's HIC, most fields will copy over directly. However, there is an exception for the Natural Disaster Inventory field, the Yes/No question indicating whether the beds reported for a particular HIC inventory record are associated with a nationally recognized natural disaster. If you reported Yes or No for a particular inventory record and duplicate your HIC, that Yes or No will carry over as you would expect. However, if you did not answer that question last year, if you left it blank rather than selecting Yes or No, when the record is duplicated, that field will be prepopulated as No in the current HIC, and you may change it to Yes for any applicable records.

The screenshot shows the 'Import Data to AK-500 - Anchorage CoC' page. At the top, there's a navigation bar with links like Home, Dashboard, HIC, PIT, AHAR, Sys PM, Messages, Reports, HDX Admin, and several status links. The 'Import Data' link is highlighted with a red box. Below the navigation, there's a section for 'Date of the Housing Inventory Counts:' with a date input field. Underneath, there are five file upload fields labeled 'Organization File', 'Project File', 'Inventory File', 'Geography File', and 'Funder File', each with a 'Choose File' button and a 'No file chosen' message. At the bottom left of this section is a blue 'Upload' button.

To successfully import the HIC from HMIS, the CSV files you upload to the HDX must conform to the HMIS CSV Format Specifications associated with the 2017 HMIS Data Standards, as published by HUD. Five of the Project Descriptor Files defined in the HMIS CSV Format Specifications are required for the HIC import:

- Organization.csv
- Project.csv
- Inventory.csv
- Geography.csv
- Funder.csv

Each of these five files must be uploaded to the HDX to populate the HIC. To complete the upload, you must enter the date of the CoC's HIC (corresponding to the date of the PIT count), click *Browse* to select a file from your computer for each of the five CSV files, and finally, click the *Upload* button to import the data into the HDX.

After successfully uploading your HIC, please carefully review each record for accuracy and update the data as necessary.

There are several fields in the HIC that do not have a corresponding element in HMIS and do not appear in any of the HMIS CSV files:

- Natural Disaster Inventory: This Yes/No field does not exist in HMIS and will be prepopulated as No in your HIC submission. If any of the beds you reported are associated with a nationally-recognized natural disaster, you will need to manually select "Yes" in that inventory record.

- Target Population A: This field is optional in the HIC. Because it does not exist in HMIS anymore, if you choose to report it, you will need to manually enter the data.
- Federal Funding: There are four funding sources in the HIC which do not have corresponding elements in the HMIS funding data. These are the three legacy sources for McKinney-Vento (Shelter Plus Care, Section 8 Moderate Rehabilitation Single-Room Occupancy program, and the Supportive Housing Program) and the “Other” option in Additional Federal Funding. If you upload your HIC from HMIS, each of these funding sources will be prepopulated as No (i.e., not selected). If any of these four sources apply to any of your projects, you will need to manually enter that.

The HIC requires a PIT Count for each HIC inventory record, but the HMIS CSV files only report a project-level PIT Count. Therefore, if you have any projects with multiple HIC inventory records (with Current or New Inventory Types), you will need to manually apportion that project-level PIT Count to the appropriate inventory records. For those cases where a single project has multiple Current or New inventory records, the HDX will assign the total project-level PIT Count to one of those records (the one with the largest number of beds) and leave the PIT Count blank in the other records. The HDX does this to assist CoCs, so that they may clearly see what the total project-level PIT Count was and apportion it as needed.

For instance, if there was a project with two Current or New inventory records, one with 60 beds and one with 40 beds, and if the project-level PIT Count from the Project.csv file equaled 90, the HDX would assign that value of 90 people to the inventory record with 60 beds and leave the PIT Count blank in the inventory record with 40 beds. If the actual PIT Counts by inventory record were 55 in the record with 60 beds and 35 in the record with 40 beds, the CoC user would then, after the upload, need to manually change the 90 to 55 in the first record and change the blank value to 35 in the second record.

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 must match organization and project data stored in the CoC's HMIS.

Home Dashboard HIC PIT AHAR Sys PM 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-105 - Test CoC 5

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

Name/ID	Status	Year	Search	Show All	Export to Excel	Organization View	Project View	Add Organization or Project
ID	Organization Name	Year						
13	ACCESS Housing	2018				1	28	
23453	Adams County Housing Authority	2018				1	25	

Add Organization or Project

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

Organization Name

Enter organization name

new

Project Name

Enter project name

new

Create

Enter the following required information about each new organization and project.

Organization Name

Enter the name of the organization providing shelter or housing to homeless or formerly homeless persons.

Project Name

Enter the project name.

Click Create.

Status	<input checked="" type="radio"/> Active <input type="radio"/> Closed
Project Type	ES: Emergency Shelter <input type="button" value="▼"/>
Geo Code	080072 (AURORA)
Target Population A	SMF+HC: Single males and females plus households <input type="button" value="▼"/>
Target Population B	NA: Not Applicable <input type="button" value="▼"/>
<p>Note: CoCs should only select S+C, SRO, or SHP as the McKinney-Vento funding source if they still have funding and use requirements associated with that funding. Projects that were originally funded under those programs but are currently being renewed under the CoC Program should only identify CoC as the funding source.</p>	
McKinney-Vento <u>None</u>	
Emergency Solutions Grants Program (ESG)	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input checked="" type="radio"/> ESG – Emergency Shelter <input type="radio"/> ESG – Rapid Re-Housing	
Continuum of Care Program (CoC)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Shelter Plus Care program (S+C)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Section 8 Moderate Rehabilitation Single-Room Occupancy program (SRO), including grants formerly funded under McKinney-Vento but renewed under Section 8	<input type="radio"/> Yes <input checked="" type="radio"/> No
Supportive Housing Program (SHP)	<input type="radio"/> Yes <input checked="" type="radio"/> No

Status

Indicate if the project was active or closed on the date you conducted your HIC and PIT counts.

Project Type

From the drop-down menu, select the appropriate project type (ES, TH, SH, PH-RRH, PH-PSH, PH-OPH).

Geo Code

Enter the geocode associated with the geographic location of the principal project service site. Scattered-site housing projects must record the Geocode where the majority of beds are located or where most beds are located as of the inventory update. For scattered-site housing projects operating in a CoC with multiple geocodes, record the geocode where the majority of

beds are located or where most beds are located as of the date of the HIC. A list of [geocodes](#) can be found at: <https://www.hudexchange.info/resource/5475/fy-2017-geo-codes-and-preliminary-pro-rata-need-amounts/>.

Target Population A (optional)

Select the target population served by the project. A population is considered a "target population" if the project is intended to serve that population and at least three-fourths (75 percent) of the clients served by the project fit the target group descriptor. A single project is prohibited from having more than one Target Population A. Projects that do not target specific populations or that have opted not to track Target Population A may leave this data field blank.

Target Population B

Select the subpopulation served by the project, if applicable. A population is considered a "target population" if the project is designed to serve that population and at least three-fourths (75 percent) of the clients served by the project fit the target group descriptor. Note that there might be some projects that serve a target population of domestic violence victims but that do not qualify as a "victim service provider."

HUD McKinney-Vento Funding

Indicate whether the project receives any HUD McKinney-Vento funding and select "yes" or "no" for each applicable funding source. If the project does not receive any McKinney-Vento funding, select "None." If there are multiple McKinney-Vento funding sources, select all that apply.

The [Emergency Shelter Program](#) and the [Continuum of Care Program](#) includes corresponding HMIS sub-data element options relevant to those programs. Selecting "yes" on either of these programs will expand the menu to allow you to select the specific sub-funding source.

Note: CoCs should only select S+C, SRO, or SHP as the McKinney-Vento funding source if they are still receiving funding under one of these legacy programs and/or have contractual use requirements still in effect due to the receipt of acquisition or rehabilitation dollars. Projects that were originally funded under those programs but are currently being renewed under the CoC Program should only identify the CoC Program as the funding source.

Note:

- If there are multiple additional federal funding sources, CoCs will select all that apply for each project.
- CoCs should not report VA-funded Mental Health Residential Rehabilitation Treatment Program – Domiciliary Care for Homeless Veterans (VADOM) inventory in the HIC. The VA and HUD determined that VADOM inventory are more appropriately identified as institutions and should not be included in the HIC or PIT count.

Additional Federal FundingNone

HUD-VA Supportive Housing (HUD-VASH)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Supportive Services for Veteran Families Program (SSVF)	<input type="radio"/> Yes <input checked="" type="radio"/> No
VA: Grant and Per Diem Program (GPD)	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> VA: Grant and Per Diem Program (GPD) – Bridge Housing	
<input checked="" type="checkbox"/> VA: Grant and Per Diem Program (GPD) – Low Demand	
<input type="checkbox"/> VA: Grant and Per Diem Program (GPD) – Hospital to Housing	
<input type="checkbox"/> VA: Grant and Per Diem Program (GPD) – Clinical Treatment	
<input type="checkbox"/> VA: Grant and Per Diem Program (GPD) – Service Intensive Transitional Housing	
<input type="checkbox"/> VA: Grant and Per Diem Program (GPD) – Transition in Place	
VA: Health Care for Homeless Veterans (HCHV)	<input type="radio"/> Yes <input checked="" type="radio"/> No
VA: Compensated Work Therapy-Transitional Residence (CWT/TR)	<input type="radio"/> Yes <input checked="" type="radio"/> No
HHS: RHY Basic Center Programs (BCP)	<input type="radio"/> Yes <input checked="" type="radio"/> No
HHS: RHY Transitional Living Program (TLP)	<input type="radio"/> Yes <input checked="" type="radio"/> No
HHS: RHY Maternity Group Homes for Pregnant and Parenting Youth (MGH)	<input type="radio"/> Yes <input checked="" type="radio"/> No
HHS: RHY Demonstration Project	<input type="radio"/> Yes <input checked="" type="radio"/> No
HUD Housing Opportunities for Persons with AIDS (HOPWA) programs	<input type="radio"/> Yes <input checked="" type="radio"/> No
HUD Public and Indian Housing (PIH) programs (non-VASH), including public housing and housing choice voucher inventory that is dedicated to homeless persons	<input type="radio"/> Yes <input checked="" type="radio"/> No
Other: (Specify)	<input type="radio"/> Yes <input checked="" type="radio"/> No

Additional Federal Funding Source

Indicate whether the project receives any additional federal funding and the source of funding (select “yes” or “no”). If there are multiple additional federal funding sources, select all that apply for that project.

The [VA: Grant and Per Diem Program \(GPD\)](#), the [VA: Health Care for Homeless Veterans \(HCHV\)](#), and the [HUD Housing Opportunities for Persons with AIDS \(HOPWA\) Program](#) includes corresponding HMIS sub-data element options relevant to those programs. Selecting “yes” on either of these programs will expand the menu to allow you to select the specific sub-funding source.

Note: CoCs are required to enter an address for all projects that are site-based (options 1 and 2, below). If a site-based project has multiple sites, the CoC should enter the address for the site where most beds and units are located.

- Housing Type Site-based – single site
 Site-based – clustered / multiple sites
 Tenant-based – scattered site

- Victim Service Provider? Yes No

Site Address

Address Line 1 108 east 116 Street

Address Line 2

City Manahattan

State/Zip NY 10029

Notes

Save

Housing Type

Use the radio buttons to indicate the “Housing Type.” The Housing Type options include:

- 1) Site-based – single site
- 2) Site-based – clustered / multiple sites
- 3) Tenant-based - scattered site

Victim Services Provider

Use the Yes and No radio buttons to indicate whether the project is a Victim Services Provider.

Site Address

Enter the address associated with the project service site (where most project housing is located in the CoC geographic area), including the street address, city, state, and zip code. Do NOT enter address information for Victim Service Provider projects.

CoCs are required to enter an address for all projects that are site-based (options 1 and 2, under Housing Type). If a site-based project has multiple sites, the CoC must enter the address for the site where most beds and units are located. Note that this address is specific to the project and may be different than the administrative address of the organization.

For scattered-site projects (option 3 under Housing Type), only the zip code where most project beds and units are located will be required.

The system will also run an address validation check to standardize the format provided by the United States Postal Service.

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

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](#).

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.

The screenshot shows the 'Project Inventory Details' page. At the top, there are tabs: 'Housing Inventory Counts (HIC)', 'Organizations and Projects', 'Inventory List', 'Inventory Details' (which is highlighted with a red box), 'HIC Questions', 'Reporting Status', and 'Import Data'. Below the tabs, the title 'Project Inventory Details' is displayed. A sub-instruction says '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.' On the left, there's a dropdown for 'Organization' containing 'Acacia Network' (highlighted with a red box). Below it is a dropdown for 'Project' containing 'MANHATTAN ACACIA CLUSTER II' (highlighted with a red box). To the right of these dropdowns is a button labeled 'Add new project' (highlighted with a red box). Further right is a date selector set to '2018' and a 'Add Inventory' button. Below these controls is a table titled 'Project Inventory' with columns: Row #, Year, Inventory, Total Beds, PIT Count, and Utilization Rate. One row is visible: Row # 147635, Year 2018, Inventory C, Total Beds 1, PIT Count 0, Utilization Rate 0%. At the bottom right of the table are several small icons.

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

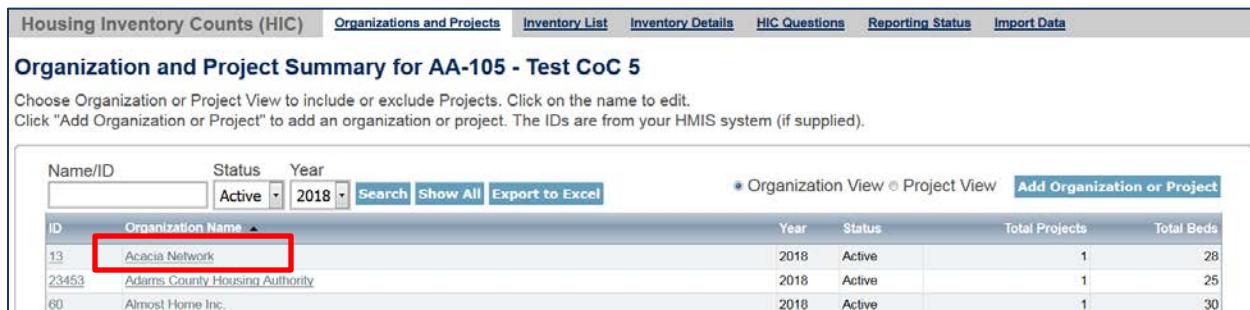
This will bring up a form requesting the project's basic characteristics described in the previous section.

After clicking *Save*, the HDX will automatically return the user to the [Project Inventory Details](#) tab, where bed inventory, unit inventory, and PIT count data can be entered for the new project.

The screenshot shows the 'Project Inventory Details' page after a new project has been added. The 'Organization' dropdown now contains 'ACCESS Housing' (highlighted with a red box). The 'Project' dropdown contains 'Emergency Shelter' (highlighted with a red box). The 'Add new project' button is no longer visible. The 'Project Inventory' table shows one row: Row # 146955, Year 2018, Inventory C, Total Beds 28, PIT Count 28, Utilization Rate 100%. The 'Project Characteristics for 2018' section includes fields for Project Type ('ES: Emergency Shelter'), Geo Code ('089001 (ADAMS COUNTY)'), Target Population A ('HC: Households with children'), and Target Population B ('--Select--'). A note states: 'Note: CoCs should only select S+C, SRO, or SHP as the McKinney-Vento funding source if they still have funding and use requirements associated with that funding. Projects that were originally funded under those programs but are currently being renewed under the CoC Program should only identify CoC as the funding source.' The 'McKinney-Vento' section shows 'None' selected. The 'Inventory Type' field has 'Current Inventory' selected. The 'Beds are Disaster-related beds associated with a nationally recognized natural disaster' field has 'No' selected. The 'Bed Type' field has 'Facility-based beds' selected. The 'All Year-Round Bed/Units for Households...' section shows a grid of beds: 28 total beds, 8 units, and breakdowns by Veterans Beds (0), Youth Beds (0), and HMIS Beds (0). Below this are sections for 'Seasonal Beds' and 'Overflow Beds'. A note at the bottom says 'Point-in-Time Homeless Count of People in These Beds on 1/25/2018: Change Date'.

3.4.c Editing an Existing Organization

The only characteristic at the organization level that can be changed on the organization page is its name. To change the name of an organization, click on the organization name on the Organizations and Projects tab.



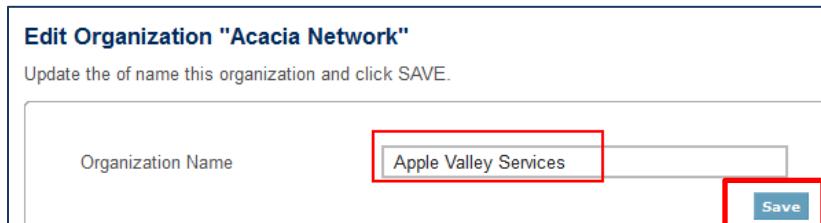
Housing Inventory Counts (HIC) [Organizations and Projects](#) [Inventory List](#) [Inventory Details](#) [HIC Questions](#) [Reporting Status](#) [Import Data](#)

Organization and Project Summary for AA-105 - Test CoC 5

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

Name/ID	Status	Year	Search	Show All	Export to Excel	<input checked="" type="radio"/> Organization View	<input type="radio"/> Project View	Add Organization or Project
13	Active	2018						
13 Acacia Network						2018	Active	1 28
23453 Adams County Housing Authority						2018	Active	1 25
60 Almost Home Inc.						2018	Active	1 30

This will bring up the Edit Organization page:

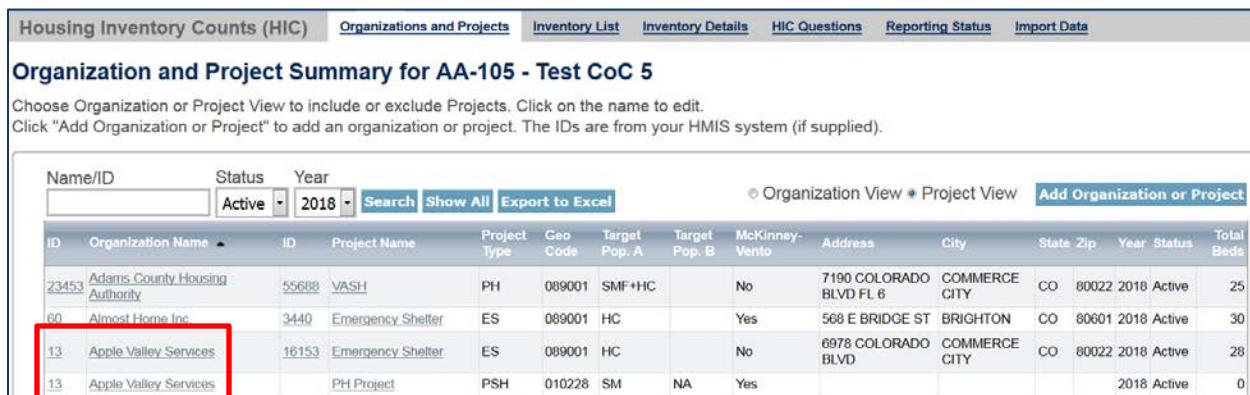


Edit Organization "Acacia Network"

Update the of name this organization and click SAVE.

Organization Name	Apple Valley Services	Save
-------------------	-----------------------	------

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



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

Organization and Project Summary for AA-105 - Test CoC 5

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

Name/ID	Status	Year	Search	Show All	Export to Excel	<input checked="" type="radio"/> Organization View	<input type="radio"/> Project View	Add Organization or Project				
13	Active	2018										
23453 Adams County Housing Authority						No	7190 COLORADO BLVD FL 6	COMMERC	CO 80022 2018 Active 25			
60 Almost Home Inc.						Yes	500 E BRIDGE ST	BRIGHTON	CO 80601 2018 Active 30			
13 Apple Valley Services						No	6978 COLORADO BLVD	COMMERC	CO 80022 2018 Active 28			
13 Apple Valley Services			PH Project		PSH	010228	SM	NA	Yes			2018 Active 0

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, select **Project View**, and click on the project's name.

Organization and Project Summary for AA-105 - Test CoC 5														
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												
ID	Organization Name	ID	Project Name	Project Type	Geo Code	Target Pop. A	Target Pop. B	McKinney-Vento	Address	City	State/Zip	Year	Status	Total Beds
23453	Adams County Housing Authority	55688	VASH	PSH	089001	SMF+HC		Yes	7190 COLORADO BLVD FL 6	COMMERCE CITY	CO	80022	2018 Active	25
60	Almost Home Inc.	3440	Emergency Shelter	ES	089001	HC		Yes	568 E BRIDGE ST	BRIGHTON	CO	80601	2018 Active	30
13	Apple Valley Services	16153	Emergency Shelter	ES	089001	HC		No	6978 COLORADO BLVD	COMMERCE CITY	CO	80022	2018 Active	38
13	Apple Valley Services		PH Project	PH	010228	HC	NA	Yes					2018 Active	50

Clicking on the project name will bring up the [Edit Project](#) page.

Edit Project "Emergency Shelter"

Update the details of this project and click SAVE.

Organization Name	Almost Home Inc.
Project Name	Emergency Shelter
<input type="button" value="Create"/>	
Hide Error Messages	
Status	<input checked="" type="radio"/> Active <input type="radio"/> Closed
Project Type	ES: Emergency Shelter
Geo Code	089001 (ADAMS COUNTY)
Target Population A	HC: Households with children
Target Population B	---Select---

On this page, edits can be made to the project's basic characteristics described in section 3.4a.

Some of the project's characteristics – name, project type, geocode, target populations, McKinney-Vento funding status and additional federal funding sources – are also shown on the left-hand side of the [Inventory Details](#) page for each project, and can be edited there as well. Updates made on the [Inventory Details](#) page 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 also be automatically updated on the [Organizations and Projects](#) tab, and if a

CoC edits the geocode on the Organizations and Projects tab, it will also change on the Inventory Details tab.

3.5 Project Inventory Details

3.5.a Special Instructions for Emergency Shelter (ES) Projects

For emergency shelter projects, the CoC must identify both the *type* and *availability* of beds and units offered by each project.

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 must 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.

Project Inventory Example



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, new beds in a newly constructed wing of the facility, and vouchers to hotels/motels that they use to address demand above their current capacity.

In the image above Project 1 has:

- Current facility beds/units that are available year-round and seasonally;
- New facility-based beds/units that are available year-round; and
- Current voucher beds/units that are available year-round and overflow vouchers. CoCs should include the total number of year-round, seasonal and overflow beds that are available for occupancy (i.e., whether or not occupied on the night of the 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.

The screenshot below provides an example of how to report facility-based, voucher beds, and new beds for a single project on the HIC.

- Use the add Inventory button to record separate rows for the Current Facility-based beds, the New Facility-based beds, and the Current Voucher beds.
- The row highlighted in “orange” will represent the information recorded in the Project Inventory box below it.

Project Inventory						
			2018		Add Inventory	
Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate	
146914	2018	C	30	28	93 %	
147638	2018	N	45	40	89 %	
147639	2018	C	100	80	80 %	

★ Row # 146914 - Almost Home Inc. - Emergency Shelter - 2018

Hide Errors Print Errors		Help	Save
Inventory Type <input checked="" type="radio"/> Current Inventory <input type="radio"/> New Inventory <input type="radio"/> Under Development			
Beds are Disaster-related beds associated with a nationally recognized natural disaster <input checked="" type="radio"/> Yes <input type="radio"/> No			
Bed Type <input checked="" type="radio"/> Facility-based beds <input type="radio"/> Voucher beds <input type="radio"/> Other beds			
All Year-Round Bed/Units for Households...			
... with Children		... without Children	
Beds	Units	Beds	HMIS Beds
30	6	<input type="text"/>	<input type="text"/>
Veterans Beds	Youth Beds	Veterans Beds	Youth Beds
0	0	<input type="text"/>	<input type="text"/>
Seasonal Beds			
Beds	HMIS Beds	Start Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overflow Beds			
Beds	HMIS Beds		
<input type="text"/>	<input type="text"/>		

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.



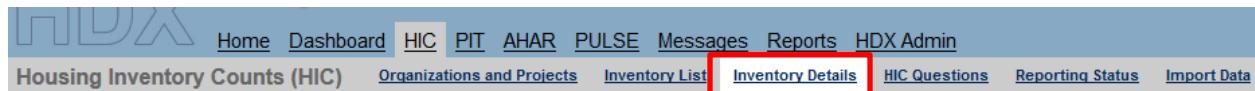
Click on the Organization or Project Name, and the system will navigate directly to the [Inventory Details](#) for that specific project.

Inventory List for AA-105 - Test CoC 5

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

Date of the Housing Inventory Counts: 1/25/2018 Change Date Choose Columns Show more search options													
Search			Year	2018	Project	Any	Search Inventory		Show All				
Star	Row #	Year	Proj. Type	Organization Name	Project Name	Geo Code	Inventory Type	Bed Type	Beds w/ Children	HH Units w/ Children	Beds w/o Children	Beds w/ only Children	Beds HH McKinney-Vento
★	146984	2018	PH	Adams County Housing Authority	VASH	089001	C		25	10			No
★	146914	2018	ES	Almost Home Inc.	Emergency Shelter	089001	C	Facility-based beds	30	6			Yes
★	146955	2018	ES	Apple Valley Services	Emergency Shelter	089001	C	Facility-based beds	28	8			No
★	147636	2018	PSH	Apple Valley Services	PH Project	010228	C						Yes

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



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	Project	Project Inventory					
Apple Valley Services	Emergency Shelter	Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
		146955	2018	C	28		
  							

Project Characteristics for 2018

Project Type ES: Emergency Shelter	Geo Code 089001 (ADAMS COUNTY)	Target Population A HC: Households with children	Target Population B ---Select---
---------------------------------------	-----------------------------------	---	-------------------------------------

★ Row # 146955 - Apple Valley Services - Emergency Shelter - 2018

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

Inventory Type Current Inventory New Inventory Under Development

Beds are Disaster-related beds associated with a nationally recognized natural disaster Yes No

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
28	8						

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, and select the name of the organization and project from the [drop-down fields](#) or select the project name directly from the [Inventory List tab](#).

In the example below, a project has two Project Inventory records that were copied from 2017. One record shows 28 beds of ‘current’ inventory, and the other record has an additional 10 beds that were ‘new’ inventory the prior year. These 10 beds are no longer considered new in 2018, so the records need to be consolidated into a single Project Inventory record representing the entire ‘current’ inventory.

Organization		Project Inventory					
Apple Valley Services		2018	Add Inventory				
Project	Add new project	Year	Inventory	Total Beds	PIT Count	Utilization Rate	
Emergency Shelter		2018	C	28			
		2018	N	10			

Project Characteristics for 2018

Project Type ES: Emergency Shelter	Geo Code 089001 (ADAMS COUNTY)
Target Population A HC: Households with children	Target Population B ---Select---

Note: CoCs should only select S+C, SRO, or SHP as the McKinney-Vento funding source if they still have funding and use requirements associated with that funding. Projects that were originally funded under those programs but are currently being renewed under the CoC Program should only identify CoC as the funding source.

McKinney-Vento **None**

★ Row # 147637 - Apple Valley Services - Emergency Shelter - 2018

[Hide Errors](#) [Print Errors](#) [Inventory Record Saved](#) [Help](#) [Save](#)

Inventory Type Current Inventory New Inventory Under Development

Beds are Disaster-related beds associated with a nationally recognized natural disaster Yes No

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	
10	5	5					
Veterans Beds	Youth Beds		Veterans Beds	Youth Beds			
0	0						

Seasonal Beds				Overflow Beds	
Beds	HMIS Beds	Start Date	End Date	Beds	HMIS Beds

To do this, first click on the record showing 28 beds of current inventory and add the 10 beds (and corresponding number of units if beds are for families with children) from last year's new inventory.

Organization		Project Inventory					
Apple Valley Services		2018	Add Inventory				
Project	Add new project	Year	Inventory	Total Beds	PIT Count	Utilization Rate	
Emergency Shelter		2018	C	38			
		2018	N	10			

Project Characteristics for 2018

Project Type ES: Emergency Shelter	Geo Code 089001 (ADAMS COUNTY)
Target Population A HC: Households with children	Target Population B ---Select---

★ Row # 146955 - Apple Valley Services - Emergency Shelter - 2018

[Hide Errors](#) [Print Errors](#) [Inventory Record Saved](#) [Help](#) [Save](#)

Inventory Type Current Inventory New Inventory Under Development

Beds are Disaster-related beds associated with a nationally recognized natural disaster Yes No

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	
38	12						

Next, click on the record with 10 beds of new inventory and delete it by clicking on the trash can icon in the far right column.

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate	
146955	2018	C	38			
147637	2018	N	10			

Remember that each inventory record will need a Point-in-Time count of the number of people utilizing the beds on the night of the count.

★ Row # 146955 - Apple Valley Services - Emergency Shelter - 2018

Hide Errors Print Errors Help Save

Inventory Type Current Inventory New Inventory Under Development

Beds are Disaster-related beds associated with a nationally recognized natural disaster Yes No

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 38	Beds 12	Beds HMIS Beds
Veterans Beds 0	Youth Beds 0	Beds HMIS 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 1/25/2018: [Change Date](#)

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

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

3.5.d Entering PIT Count Data in the HIC

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

should be set in the PIT count module. 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.

- Keep in mind that the user responsible for reporting HIC data may be different than the user responsible for PIT reporting. Please work with the necessary user to enter the PIT count date. (For further information on accessing HDX, see Chapter 2 of this Guidance).
- When reporting point-in-time counts for projects, please keep in mind that the total number of people reported in ES, TH, and SH projects on the HIC must sum to the total sheltered PIT population.

The screenshot shows the Project Inventory Details page. On the left, there are dropdown menus for Project Type (PH: Permanent Housing), Project Sub-Type (PSH: Permanent Supportive Housing), Geo Code (089001 ADAMS COUNTY), Target Population A (SMF+HC: Single males and females plus households with children), and Target Population B (---Select---). Below these is a note about funding sources. On the right, there are sections for Inventory Type (Current Inventory selected), Disaster-related beds (Yes selected), and a grid for All Year-Round Bed/Units for Households... with columns for Children, without Children, and only Children < 18. The grid includes categories like Beds, Units, HMIS Beds, Veterans Beds, Youth Beds, Chronic Beds, and HMIS Beds. At the bottom, there is a section for Point-in-Time Homeless Count of People in These Beds (Set Date highlighted with a green box), an Assign inventory to different project button, and a Save button. A note at the bottom states: "Only PSH projects serving households with children and households without children can designate beds specifically for the chronically homeless. The number of beds specifically designated for the chronically homeless cannot be greater than the number of total beds in the project."

The [Set Date](#) link navigates to the PIT Counts module, where CoCs can enter the PIT count date, and the type of count (Sheltered Only or Sheltered and Unsheltered). 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. For more information on entering the data and type of count, see Section 4.4.

3.6 HIC Questions

The [HIC Questions tab](#) asks CoCs about their use of HMIS data as they relate to the HIC.

CoCs are asked the following yes or no question:

- “Does the CoC use HMIS and project descriptor elements to populate 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)?”

Year: 2018 Date of the Housing Inventory Counts: 1/25/2018 [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

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.

- Validation errors represent inconsistencies with data that are impossible and **MUST** be corrected before the HDX will permit the CoC to submit data. For example, an error would appear if a project reported more year-round beds in HMIS than total year-round beds.
- Validation warnings appear if reported data are possible but require an explanation. For example, a warning would appear if a project’s utilization rate exceeds 150%. Any record with a validation warning must include a note of explanation in its *Notes* box.

The validation errors and warnings will be shown on the [Inventory Details](#) and the [Edit Project](#) pages and can also be viewed on the [Reporting Status](#) page. On the Edit Project page, click on the [Hide Errors Messages](#) link shown below.

Edit Project "Permanent Housing at the Drive In Theater"

Update the details of this project and click **SAVE**.

Organization Name: Boulder Housing Partners

Project Name: Permanent Housing at the Drive In Theater

Create

Status: Active Closed

Project Type: PH: Permanent Housing

Sub-Type: ---Select---

[Hide Error Messages](#)

Validation Error
Please select a program sub-type

To Hide Errors or Print Errors, on the Project Inventory page click on the links located in the top left-hand box of the unit and bed inventory section (shown below).

The screenshot shows the Project Inventory page for Apple Valley Services - PH Project - 2018. Several validation errors are highlighted with red boxes:

- Hide Errors Print Errors**: Links in the top left of the unit and bed inventory section.
- Validation Error**: Please select a program sub-type (highlighted in yellow).
- Validation Error**: Year round HMIS Beds for Households with Children (150) greater than year round beds for Households with Children (150) reported.
- Validation Error**: Please enter the number of youth beds for households with children.
- Validation Error**: Please select either Yes or No for EACH funding "main category" for the McKinney-Vento list.
- Validation Error**: Please enter a Point-in-Time Homeless Count.

3.8 Reporting Status Page

The CoC can also access a list of their errors and warnings on the HIC Reporting Status tab by clicking “Print” next to “Errors” or “Warnings.” This will allow CoCs to access a printable list of outstanding issues.

- CoCs validate and submit their 2018 HIC data from the Reporting Status page. (**Note: PIT Count Data must be submitted separately, on the PIT Reporting Status page.**)
- Access HIC reports in PDF or Excel Format
- See when and by whom the CoC’s HIC data was last updated
- See when and by whom the CoC’s HIC data was submitted for prior years
- Review validation errors that must be fixed to submit data
 - Click on the + sign to expand the validation errors
 - Click on the Fix This link to be automatically redirected to the error
- Review validation warnings
 - Click on the + sign to expand the validation warnings
 - Click on the Fix This link to be automatically redirected to the error
- Access messages related to the CoC’s HIC data

Reporting Status for AA-101 - Test CoC 1

Year: 2018 ▾

Click on the + sign to expand the selection to better see available reports and a list of all validation errors and warnings.

Current Status	In Progress - Please fix errors to submit Validate and Submit										
Date of the Housing Inventory Counts	1/29/2018 Change										
+ Reports	11										
Last Update On	2/21/2018										
Last Update By	Mark Silverbush										
Submitted On	2/20/2018 ✓										
Submitted By	Stefan Baumgartner										
- Validation Errors	2 Validation Errors - Please fix in order to submit data Print <table border="1"><thead><tr><th>Organization/Project</th><th>Error</th></tr></thead><tbody><tr><td>Acacia Network/ MANHATTAN ACACIA CLUSTER II</td><td>No beds reported. Every inventory record must have beds reported. Fix This</td></tr><tr><td>PH - C</td><td></td></tr><tr><td>Acacia Network/ MANHATTAN ACACIA CLUSTER II</td><td>Please enter a Point-in-Time Homeless Count. Fix This</td></tr><tr><td>PH - C</td><td></td></tr></tbody></table>	Organization/Project	Error	Acacia Network/ MANHATTAN ACACIA CLUSTER II	No beds reported. Every inventory record must have beds reported. Fix This	PH - C		Acacia Network/ MANHATTAN ACACIA CLUSTER II	Please enter a Point-in-Time Homeless Count. Fix This	PH - C	
Organization/Project	Error										
Acacia Network/ MANHATTAN ACACIA CLUSTER II	No beds reported. Every inventory record must have beds reported. Fix This										
PH - C											
Acacia Network/ MANHATTAN ACACIA CLUSTER II	Please enter a Point-in-Time Homeless Count. Fix This										
PH - C											
+ Validation Warnings	0 Validation Warnings										
+ Messages	2 Messages										

3.9 Submitting HIC Data to HUD

HIC data **MUST** be submitted to HUD in the HDX by 8:00 p.m. eastern time on **Monday, April 30, 2018**. To submit HIC data, click on the Reporting Status tab on the gray toolbar.



If the data contain 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 or notes have been added to explain any warnings.

Click on the + sign to expand the selection to better see available reports and a list of all validation errors and warnings.

Current Status	In Progress - Please fix errors to submit	Validate and Submit
----------------	---	----------------------------

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

Click on the + sign to expand the selection to better see available reports and a list of all validation errors and warnings.

Current Status	In Progress	Validate and Submit
----------------	-------------	----------------------------

The system will run a final error check and a reminder message will appear when a CoC submits HIC data if the PIT count data has not yet been submitted.

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

Reporting Status for AA-101 - Test CoC 1

Please remember that you must also submit the PIT in order to meet the submission deadline. To submit the PIT, click on the reporting status link in the PIT module and click the submit button.

Year: 2018

OK

Click on the + sign to expand the selection to better see available reports and a list of all validation errors and warnings.

Current Status	In Progress	Validate and Submit
All set - submitting data... <div style="width: 100%; background-color: #6699CC; height: 10px;"></div> 100%		

Submitting the HIC and the PIT count 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 count module in the HDX by the submission deadline in order for the submission to be considered complete.**

Questions

If you have any questions about the HIC, PIT or SPM data submissions process, please visit the [Ask a Question](#) page on the [HUD Exchange](#). Under "My question is related to": select "HDX Homelessness Data Exchange (including PIT, HIC, AHAR, and Sys PM)."

Remember

Only the person with submit rights for the HIC module can submit the data to HUD. Please make sure to review who has submit rights before the deadline, as extensions will not be granted for problems with submission privileges.

4. POINT-IN-TIME COUNT DATA SUBMISSION GUIDANCE

4.1 Important Changes to PIT Count Reporting Requirements

The following reporting changes have been made to PIT count requirements this year, as described in HUD's [Notice CPD-17-08: 2018 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 or statistically reliable data.

1. Consistent with the updated 2017 HMIS Data Dictionary, HUD changed the "Don't identify as male, female, or transgender" gender response option to "Gender Non-Conforming (i.e. not exclusively male or female)."
2. HUD is requiring that data reported on survivors of domestic violence should be limited to reporting on those who are currently experiencing homelessness because they are fleeing domestic violence, dating violence, sexual assault, or stalking, as opposed to reporting on survivors who have ever experienced these circumstances.
3. CoCs are now required to report the number of children of parenting youth families where the parent is under 18 separate from the children of parenting youth families where the parent is aged 18 to 24.

Please consult [Notice CPD-17-08: 2018 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.

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: 5/1/2018 Errors: 0 Warnings: 0	Point-in-Time Counts Status: In Progress	Report Due: 5/1/2018 Errors: 5 Warnings: 5
Date of Inventory Count: 1/29/2018 Total Organizations: 1 Total Projects: 1 Total Beds: 10 Total PIT Count: 5 Utilization Rate: 50% Updated By: Mark Silverbush Updated On: 2/21/2018	View HIC	Sheltered Populations (most recent count) Date of Count: 1/29/2018 Total Persons: 4612 Total Households: 3487	Unsheltered Populations (most recent count) Date of Count: 1/29/2018 Total Persons: 894 Total Households: 846
		View PIT	

4.3 Begin a New Count

To enter 2018 PIT count data, click on the blue *New Count* button in the top left corner of the screen.

Summary of PIT Counts for AA-105 - Test CoC 5

Date of Count	Sheltered ES Total Persons	Sheltered TH Total Persons	Sheltered SH Total Persons	Unsheltered Total Persons	Total Persons	Status of Report
02/16/2017	211	156	11	170	548	In Progress
01/29/2016	1250	2427	52	4940	8669	In Progress
01/28/2014	28	28	4	32	92	In Progress
03/14/2013	500	0	0	0	500	In Progress

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. To enter the date that the CoC conducted the PIT count, 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 2018 PIT count.

The screenshot shows the 'PIT Counts' section of the PIT module. It includes fields for 'Date of PIT Count' (with a calendar icon), 'Type of Count Conducted This Year' (with radio buttons for 'Sheltered and Unsheltered Count' and 'Sheltered-Only Count'), and buttons for 'Save', 'Hide Error Messages', and 'Print Errors'. A note at the top right states: 'Note: Youth Populations and Veteran Populations data is a subset of the All Homeless Populations data. Veterans and Youth Populations and Veteran Populations data should be included in the All Homeless Populations data section.'

If the PIT count was not conducted during 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 2018: a sheltered and unsheltered count or a sheltered-only count.

To Hide Errors or Print Errors, click on the links located in the top right-hand corner of the page.

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.

The screenshot shows the HDX interface with a secondary navigation bar at the top. The tabs include 'Home', 'Dashboard', 'HIC', 'PIT', 'AHAR', 'Sys PM', 'Messages', 'Reports', 'HDX Admin', and the 'Point-in-Time (PIT)' tab, which is currently selected. Other tabs like 'PIT Counts', 'Homeless Populations', etc., are also visible.

The PIT count module consists of five components:

- **Homeless Populations** – Total number of persons and households counted in households with children, households without children, and households with only children, including demographic characteristics and chronically homeless status.
- **Additional Homeless Populations** – Number of adults experiencing homelessness 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 and chronically homeless status.
- **Veteran Populations** – Total number of veterans, veteran households, people in veteran households, demographic characteristics of veterans, and chronic status 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 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.

Persons in Households with at least one Adult and one Child	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households				0
Total Number of Persons (Adults & Children)	0	0	0	0
Number of Persons (under age 18)				0
Number of Persons (18 - 24)				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, ethnicity, and chronic homelessness status 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, transgender, and

gender non-conforming) should equal 100. The PIT count does not allow for missing data. 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 are saved in the HDX.

4.7 Entering Additional Homeless Population Data

Within the third link in the PIT count module, [Additional Homeless Populations](#), CoCs should enter data on the number of sheltered and unsheltered persons counted in each of the following categories:

Additional Homeless Populations

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

Additional Homeless Populations	Sheltered	Unsheltered	Total	
	Emergency	Transitional	Safe Haven ^a	
Adults with a Serious Mental Illness	2362	0	839	3201
Adults with a Substance Use Disorder	2362	0	839	3201
Adults with HIV/AIDS	2362	0	839	3201
Adult Survivors of Domestic Violence (optional)	2362	0	839	3201

Only adults should be included in the counts for this table. Make sure to click the blue “Save” button in either the top or bottom right corner of the screen to ensure that the data are saved in HDX.

HUD is requiring that data reported on survivors of domestic violence should be limited to reporting on those who are currently experiencing homelessness because they are fleeing domestic violence, dating violence, sexual assault, or stalking, as opposed to reporting on survivors who have ever experienced these circumstances.

4.8 Entering Youth Population Data

The fourth link in the PIT count 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 their own 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](#) [All Homeless Populations](#) [Additional Homeless Populations](#) [Youth Populations](#) [Veteran Populations](#) [Methodology](#) [Notes](#)

PIT Counts

Note: Youth Populations and Veteran Populations data is a subset of the All Homeless Populations data. Youth Populations and Veteran Populations data should be included in the All Homeless Populations data.

Date of PIT Count	Type of Count Conducted This Year	Sheltered			Unsheltered	Total
1/29/2018	Sheltered and Unsheltered Count	Emergency	Transitional	Safe Haven ^a		
		181	127	1	124	433
Total Number of unaccompanied youth households		181	127	1	127	436
Total number of unaccompanied youth		181	127	1	127	436
Number of unaccompanied children (under age 18)		2	17	0	7	26
Number of unaccompanied youth (age 18 to 24)		179	110	1	120	410
Gender (unaccompanied youth)	Sheltered			Unsheltered	Total	
Female	Emergency	Transitional	Safe Haven ^a			
	59	50	1	27	137	
Male	117	77	0	98	292	
Transgender	1	0	0	1	2	
Gender Non-Conforming (i.e. not exclusively male or female)	4	0	0	1	5	

CoCs are now required to report the number of children of parenting youth families where the parent is under 18 separate from the children of parenting youth families where the parent is aged 18 to 24.

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total number of parenting youth households	2	31	3	36
Total number of persons in parenting youth households	7	65	9	81
Total Parenting Youth (youth parents only)	2	31	3	36
Total Children in Parenting Youth Households	5	34	6	45
Number of parenting youth (under age 18)	0	0	0	0
Children in households with parenting youth under age 18 (children under age 18 with parents under 18)	0	0	0	0
Number of parenting youth (age 18 to 24)	2	31	3	36
Children in households with parenting youth age 18 to 24 (children under age 18 with parents age 18 to 24)	5	34	6	45

Parenting youth and unaccompanied youth data are a subset of data entered in the Households with Children, Households without Children, and Households with Only Children tables. Please refer to [Notice CPD-17-08: 2018 HIC and PIT Data Collection for CoC and ESG Programs](#) (page 24) for additional guidance on how to correctly categorize youth from each of the household categories.

CoCs must report on the gender, race, ethnicity, and chronic homeless status of parenting youth (excluding children of parenting youth) and unaccompanied youth in their respective tables. 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, transgender, and gender non-conforming) should equal 50. The PIT count does not allow for missing data. 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 count module is for reporting on Veteran Populations. CoCs should enter data on the number of veterans, veteran households, persons in veteran households, demographic characteristics of veterans, and chronic homeless status of veterans enumerated during the PIT count.

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, ethnicity, and chronic homelessness status 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, transgender, and gender non-conforming) should equal 100. The PIT count does not allow for missing data. 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.

The screenshot shows the PIT Counts page with the 'Veteran Populations' tab selected. A red box highlights the 'Veteran Populations' tab in the top navigation bar. Another red box highlights the 'Veteran Households with at least one Adult & one Child' tab in the sub-navigation menu. The main content area displays data for veterans across three categories: Sheltered, Unsheltered, and Total. The data is presented in tables for Household Type, Gender, and Ethnicity.

Household Type	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Persons in Households with at least one Adult and one Child	5	10	0	15
Total Number of Households	19	33	0	52
Total Number of Persons	5	10	0	15

Gender (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	1	4	0	5
Male	4	6	0	10
Transgender	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0

Ethnicity (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latino	5	8	0	13
Hispanic/Latino	0	2	0	2

4.10 Completing the PIT Count Methodology Tab



The screenshot shows the 'Methodology' tab selected in the top navigation bar. Below the navigation, there's a section titled 'PIT Counts' with fields for 'Date of PIT Count' (1/29/2018) and 'Type of Count Conducted This Year' (Sheltered and Unsheltered Count). At the bottom of this section are buttons for 'Hide Error Messages', 'Print Errors', and 'Save'. Below this is a row of four buttons: 'Sheltered Population' (highlighted with a red box), 'Sheltered Subpopulations', 'Unsheltered Population', and 'Unsheltered Subpopulations'.

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. CoCs may use one or more data sources to gather information and conduct counts of sheltered and unsheltered homeless persons.

Section	Description
Tab 1: Sheltered Population	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.
Tab 2: Sheltered Subpopulations	Data sources and methodologies utilized by the CoC to collect <u>demographic information</u> about populations within the CoC's sheltered population, including: people with chronic patterns of homelessness, veterans experiencing homelessness, and homeless youth.
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 information</u> about populations within the CoC's unsheltered population, including: people with chronic patterns of homelessness, veterans experiencing homelessness, and homeless youth.

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.

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.

PIT Counts

Date of PIT Count	Type of Count Conducted This Year	Hide Error Messages	Print Errors	Save				
1/29/2018	Sheltered and Unsheltered Count							
<table border="1"><tr><td>Sheltered Population</td><td>Sheltered Subpopulations</td><td>Unsheltered Population</td><td>Unsheltered Subpopulations</td></tr></table>					Sheltered Population	Sheltered Subpopulations	Unsheltered Population	Unsheltered Subpopulations
Sheltered Population	Sheltered Subpopulations	Unsheltered Population	Unsheltered Subpopulations					
1. What data source(s) was used to produce the total number of people included in the sheltered population (staying in an emergency shelter, Safe Haven, or transitional housing) on the night of the count? Please indicate the percentage of the PIT count derived from each of the sources. (If a source was not used, please enter zero).								
HMIS Data	100							
Provider-level surveys	0							
Client-level surveys	0							
Observation	0							
Other	0							
Total	100%							

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. Some responses will result in an expansion of the question to include additional sub-questions.

Sheltered Population	Sheltered Subpopulations	Unsheltered Population	Unsheltered Subpopulations
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)			
<input type="checkbox"/> HMIS Data <input checked="" type="checkbox"/> Provider-level surveys <input checked="" type="checkbox"/> Client-level surveys <input checked="" type="checkbox"/> Observation <input type="checkbox"/> Other (specify):			
5. Was the CoC able to collect information about the demographic and subpopulation characteristics of <i>all</i> sheltered people or <i>only some</i> ? <input type="radio"/> All sheltered people <input checked="" type="radio"/> A subset of sheltered people			
5a. How did the CoC select the subset of people? <input type="radio"/> Sheltered people were selected randomly <input checked="" type="radio"/> Sheltered people were not selected randomly, but an effort was made to select a sample of people that "represented" all sheltered people in emergency shelters, safe havens, and transitional housing providers in the CoC <input type="radio"/> Sheltered people were not selected randomly, and the selection was driven by convenience or expediency (e.g., people that were willing to provide information) <input type="radio"/> Other (specify):			
5b. Did the CoC adjust the information in some way (e.g., statistical adjustment or extrapolation) to account for all sheltered people? <input checked="" type="radio"/> Yes <input type="radio"/> No			

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.

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. Some responses will result in an expansion of the question to include additional sub-questions.

PIT Counts			
Date of PIT Count 1/29/2018	Type of Count Conducted This Year Sheltered and Unsheltered Count	Hide Error Messages	Print Errors
Sheltered Population	Sheltered Subpopulations	Unsheltered Population	Unsheltered Subpopulations
<p>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)</p> <ul style="list-style-type: none"><input type="checkbox"/> "Night of the count" - complete census<input type="checkbox"/> "Night of the count" - known locations<input type="checkbox"/> "Night of the count" - random sample<input type="checkbox"/> Service-based count<input checked="" type="checkbox"/> HMIS			

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.

Sheltered Population	Sheltered Subpopulations	Unsheltered Population	Unsheltered Subpopulations
<p>9. What approach(es) was used to collect <i>demographic and subpopulation</i> data about unsheltered people included in the unsheltered population during the PIT count? (select all that were used)</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Surveys/interviews of people identified as unsheltered on the night of the PIT count<input type="checkbox"/> Surveys/interviews of people identified as unsheltered on the night of the count, but completed at a later date<input checked="" type="checkbox"/> Surveys/interviews of people identified within 7 days following the night of the PIT count night 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)<input checked="" type="checkbox"/> HMIS data from street outreach and/or other providers<input type="checkbox"/> Other (Please Specify):			

4.11 PIT Reporting Status Overview

Point-in-Time (PIT)	PIT Counts	All Homeless Populations	Additional Homeless Populations	Youth Populations	Veteran Populations	Methodology	Notes	Reporting Status
Reporting Status for AA-101 - Test CoC 1								
<p>Date of Count: 01/29/2018</p> <p>Click on the + sign to expand the selection to better see available reports and a list of all validation errors and warnings.</p>								
Current Status	<p>In Progress - Please fix errors to submit</p> <p>Submit Data</p>							
Reports	<ul style="list-style-type: none"> • Point-in-Time Summary • Point-in-Time Summary Youth Populations • Point-in-Time Methodology • Point-in-Time Summary Veterans • Point-in-Time Subpopulations Summary • Notes Report 							
Last Update On	2/26/2018							
Last Update By	Tracy D'Alanno							
Submitted On	-							
Submitted By	-							
Validation Errors	<p>4 Validation Errors - Please fix in order to submit data Print</p> <p>Error</p> <p>Please indicate how you selected the areas for canvassing Fix This</p> <p>Please indicate whether you adjusted the information in some way Fix This</p> <p>Please indicate how you selected the subset of providers Fix This</p> <p>Please indicate whether you adjusted the information in some way Fix This</p>							
Validation Warnings	<p>5 Validation Warnings Print</p>							
Messages	No Messages							

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

- Submit their CoC's 2018 PIT count data (**Note: HIC data must be submitted separately, on the HIC Reporting Status page**);
- Access a PIT count summary report in PDF or Excel Format;
- See when and by whom the CoC's PIT count data was last updated;
- View prior year Reporting Status pages to 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:
 - Click on the + sign to expand the validation errors
 - Click on the Fix This link to be automatically redirected to the error
- Review validation warnings; and
 - Click on the + sign to expand the validation errors
 - Click on the Fix This link to be automatically redirected to the error
- 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.

- Validation errors represent impossibilities within a CoC's data. For example, if a CoC reports more households in emergency shelter than people in emergency shelter.
- Validation warnings represent issues that are possible, but require an explanation. For example, if a CoC reports data that result in an average household size for households without children that is greater than 3 people.

These errors and warnings will appear once data are saved in the HDX, and will be displayed on each sub-tab. During data entry, a CoC can hide their warnings by clicking on the "Hide Error Messages" or by clicking on the X at the top right corner of each yellow flag.

The screenshot shows the 'PIT Counts' sub-tab of the HDX interface. At the top, there are tabs for Point-in-Time (PIT), PIT Counts, All Homeless Populations, Additional Homeless Populations, Youth Populations, Veteran Populations, Methodology, and Notes. The 'PIT Counts' tab is active. Below the tabs, there are sections for 'Date of PIT Count' (set to 2/1/2018) and 'Type of Count Conducted This Year'. A yellow warning box is present, stating: 'Validation Warning: The PIT and HIC count date should be the same. Please fix or leave a note of explanation on the PIT Notes Tab.' An 'X' button is in the top right corner of this box. To the right of the warning box are buttons for 'Hide Error Messages' (which is highlighted with a red box), 'Print Errors', and 'Save'. At the bottom left, there is a section for 'Received HUD Waiver?' with options: 'Yes' (radio button checked), 'No', and 'Not applicable'.

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).

Point-in-Time (PIT) PIT Counts All Homeless Populations Additional Homeless Populations Youth Populations Veteran Populations Methodology Notes Reporting Status																			
Reporting Status for AA-101 - Test CoC 1																			
Date of Count: 01/29/2018 <div style="float: right;"> Print </div>																			
Click on the + sign to expand the selection to better see available reports and a list of all validation errors and warnings.																			
<table border="1"> <thead> <tr> <th>Current Status</th> <th>In Progress - Please fix errors to submit Submit Data</th> </tr> </thead> <tbody> <tr> <td rowspan="6"> Reports </td> <td> <ul style="list-style-type: none"> Point-in-Time Summary Point-in-Time Summary Youth Populations Point-in-Time Methodology Point-in-Time Summary Veterans Point-in-Time Subpopulations Summary Notes Report </td> </tr> <tr> <td>Last Update On</td> <td>2/26/2018</td> </tr> <tr> <td>Last Update By</td> <td>Tracy D'Alanno</td> </tr> <tr> <td>Submitted On</td> <td>-</td> </tr> <tr> <td>Submitted By</td> <td>-</td> </tr> <tr> <td></td> <td> 4 Validation Errors - Please fix in order to submit data Print </td> </tr> <tr> <td colspan="2"> <div style="border: 1px solid #ccc; padding: 5px;"> - Validation Errors <p>Error</p> <p>Please indicate how you selected the areas for canvassing Fix This</p> <p>Please indicate whether you adjusted the information in some way Fix This</p> <p>Please indicate how you selected the subset of providers Fix This</p> <p>Please indicate whether you adjusted the information in some way Fix This</p> </div> </td> </tr> <tr> <td colspan="2"> <div style="border: 1px solid #ccc; padding: 5px;"> - Validation Warnings <p>5 Validation Warnings Print</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Error</p> <p>There is more than a 100% increase in the number of unsheltered persons compared to last year. Please provide an explanation for this warning on the Notes tab before submitting this count Fix This</p> <p>There is more than a 100% increase in the number of persons in transitional housing compared to last year. Please provide an explanation for this warning on the Notes tab before submitting this count Fix This</p> <p>There is more than a 100% increase in the total number of sheltered persons compared to last year. Please provide an explanation for this warning on the Notes tab before submitting this count Fix This</p> </div> </div> </td> </tr> </tbody> </table>		Current Status	In Progress - Please fix errors to submit Submit Data	Reports	<ul style="list-style-type: none"> Point-in-Time Summary Point-in-Time Summary Youth Populations Point-in-Time Methodology Point-in-Time Summary Veterans Point-in-Time Subpopulations Summary Notes Report 	Last Update On	2/26/2018	Last Update By	Tracy D'Alanno	Submitted On	-	Submitted By	-		4 Validation Errors - Please fix in order to submit data Print	<div style="border: 1px solid #ccc; padding: 5px;"> - Validation Errors <p>Error</p> <p>Please indicate how you selected the areas for canvassing Fix This</p> <p>Please indicate whether you adjusted the information in some way Fix This</p> <p>Please indicate how you selected the subset of providers Fix This</p> <p>Please indicate whether you adjusted the information in some way Fix This</p> </div>		<div style="border: 1px solid #ccc; padding: 5px;"> - Validation Warnings <p>5 Validation Warnings Print</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Error</p> <p>There is more than a 100% increase in the number of unsheltered persons compared to last year. Please provide an explanation for this warning on the Notes tab before submitting this count Fix This</p> <p>There is more than a 100% increase in the number of persons in transitional housing compared to last year. Please provide an explanation for this warning on the Notes tab before submitting this count Fix This</p> <p>There is more than a 100% increase in the total number of sheltered persons compared to last year. Please provide an explanation for this warning on the Notes tab before submitting this count Fix This</p> </div> </div>	
Current Status	In Progress - Please fix errors to submit Submit Data																		
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4.13 Entering Explanations/Additional Information on the Data

A Notes section has been added at the bottom of the page after each table. In addition, the seventh tab in the PIT count module includes a whole page for additional 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 on each of the associated tables at the time that data are submitted.

PIT Counts

Date of PIT Count 1/29/2018	Type of Count Conducted This Year Sheltered and Unsheltered Count	Hide Error Messages Print Errors Save
<p>Notes</p> <p>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.</p>		 Validation Error There are warnings on this PIT count. Please enter an explanation in the notes-field.
Save		

4.14 Submitting the PIT Count Data to HUD

PIT count data **MUST** be submitted to HUD by 8:00 p.m. eastern time, **Monday, April 30, 2018**. To submit PIT count data, click on the Reporting Status tab on the gray toolbar within the PIT count 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.

Reporting Status for AA-101 - Test CoC 1

Date of Count: 01/29/2018	Click on the + sign to expand the selection to better see available reports and a list of all validation errors and warnings.	
Current Status	In Progress - Please fix errors to submit	Submit Data

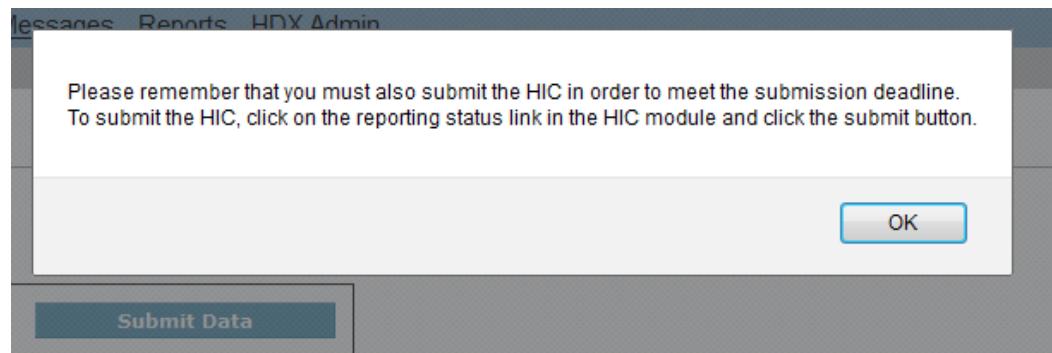
Once the CoC's PIT count data are error-free, the *Submit Data* button in the top right corner of the table will be blue. Click it to submit PIT count data to HUD.

Click on the + sign to expand the selection to better see available reports and a list of all validation errors and warnings.

Current Status	In Progress	Submit Data
Reports	<ul style="list-style-type: none">• Point-in-Time Summary  • Point-in-Time Summary Youth Populations  • Point-in-Time Methodology  • Point-in-Time Summary Veterans  • Point-in-Time Subpopulations Summary  • Notes Report  	

Submitting the HIC and the PIT count data in HDX is a **TWO PART SUBMISSION** process. ***CoCs must submit both the data entered into the PIT count 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.



Questions

If you have any questions about the HIC, PIT or SPM data submissions process, please visit the [Ask a Question](#) page on the [HUD Exchange](#). Under “My question is related to”: select “HDX Homelessness Data Exchange (including PIT, HIC, AHAR, and Sys PM).”

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.