February 2019
Version 1.0

2019 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 2019 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-18-080: 2019 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 **Friday, March 1, 2019**, and CoCs must submit their 2019 HIC and PIT count data by **Tuesday, April 30, 2019, 8:00 p.m. eastern time**. Submitting the HIC and the PIT count data in HDX is a **TWO 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 2019 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-18-080: 2019 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)

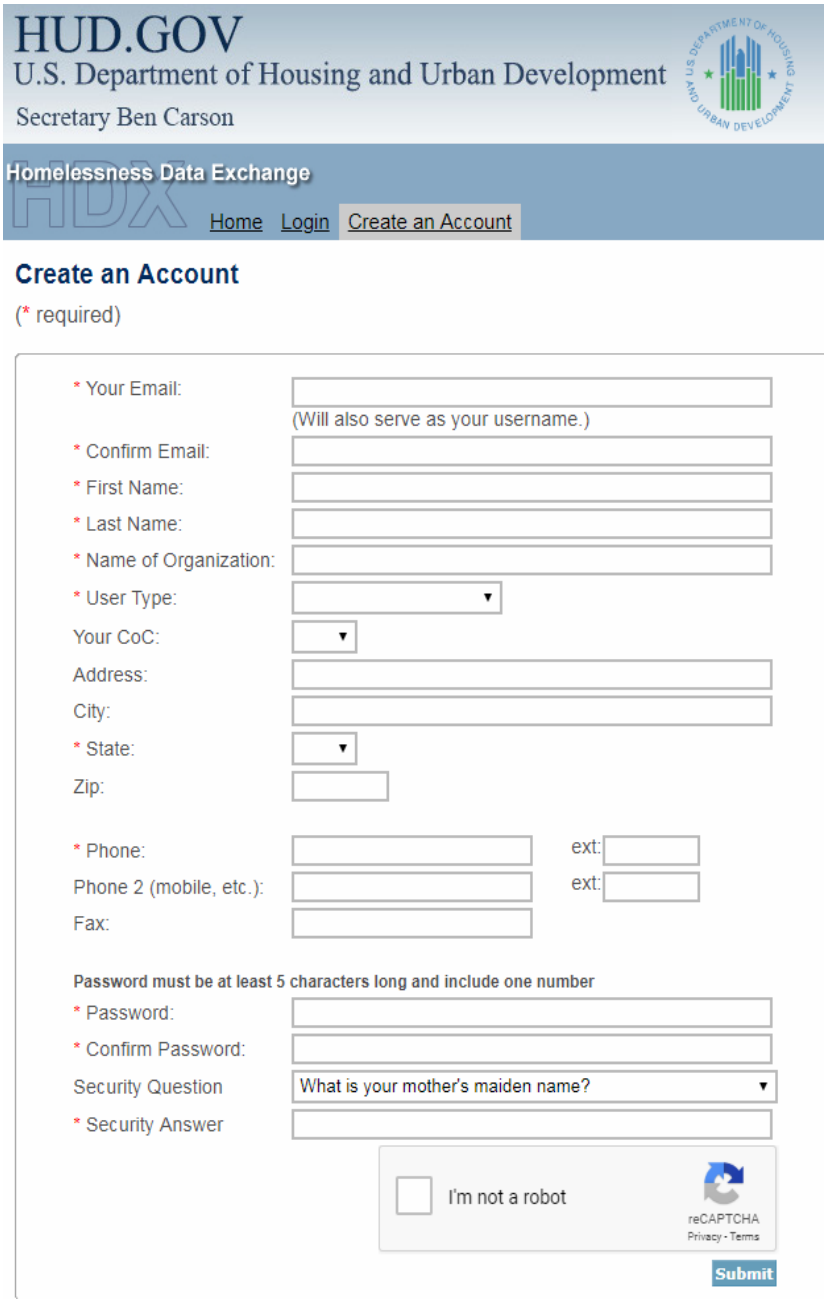
The HDX is an online tool designed to allow CoCs to submit data to HUD in several modules:

- The Housing Inventory Count (HIC);
- The Homeless Point-in-Time (PIT) Count; 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 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.

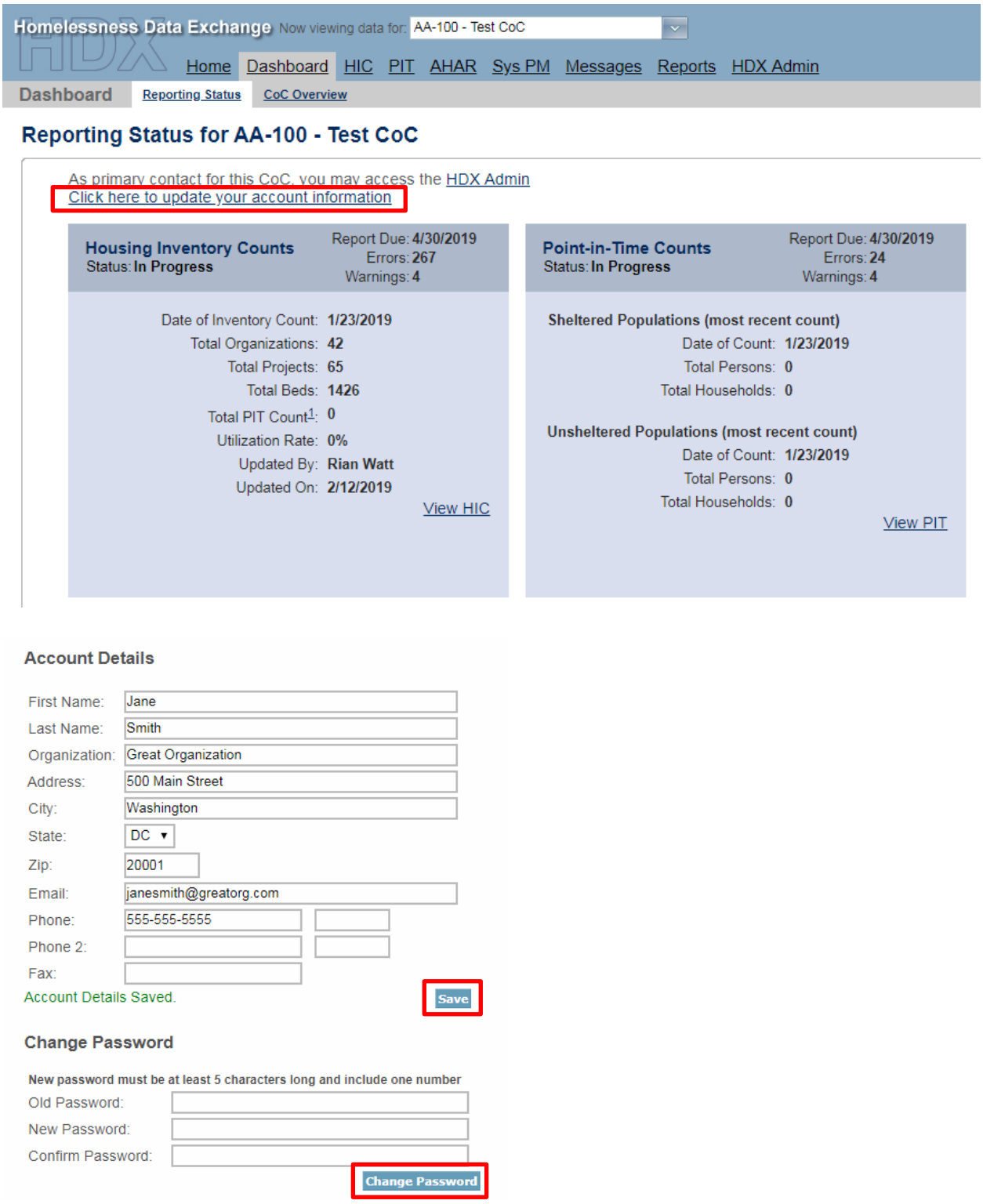


2.2 Update an HDX Account

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.

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-100 - Test CoC
Home
Dashboard
HIC
PIT
AHAR
Sys PM
Messages
Reports
HDX Admin
Dashboard
Reporting Status
CoC Overview
Reporting Status for AA-100 - Test CoC
As primary contact for this CoC, you may access the HDX Admin
Click here to update your account information
Housing Inventory Counts
Status: In Progress
Report Due: 4/30/2019
Errors: 267
Warnings: 4
Date of Inventory Count: 1/23/2019
Total Organizations: 42
Total Projects: 65
Total Beds: 1426
Total PIT Count[1]: 0
Utilization Rate: 0%
Updated By: Rian Watt
Updated On: 2/12/2019
View HIC
Point-in-Time Counts
Status: In Progress
Report Due: 4/30/2019
Errors: 24
Warnings: 4
Sheltered Populations (most recent count)
Date of Count: 1/23/2019
Total Persons: 0
Total Households: 0
Unsheltered Populations (most recent count)
Date of Count: 1/23/2019
Total Persons: 0
Total Households: 0
View PIT
Account Details
First Name: Jane
Last Name: Smith
Organization: Great Organization
Address: 500 Main Street
City: Washington
State: DC
Zip: 20001
Email: janesmith@greatorg.com
Phone: 555-555-5555
Phone 2:
Fax:
Account Details Saved.
Save
Change Password
New password must be at least 5 characters long and include one number
Old Password:
New Password:
Confirm Password:
Change Password

2.3 The HDX Primary Contact/CoC Collaborative Applicant

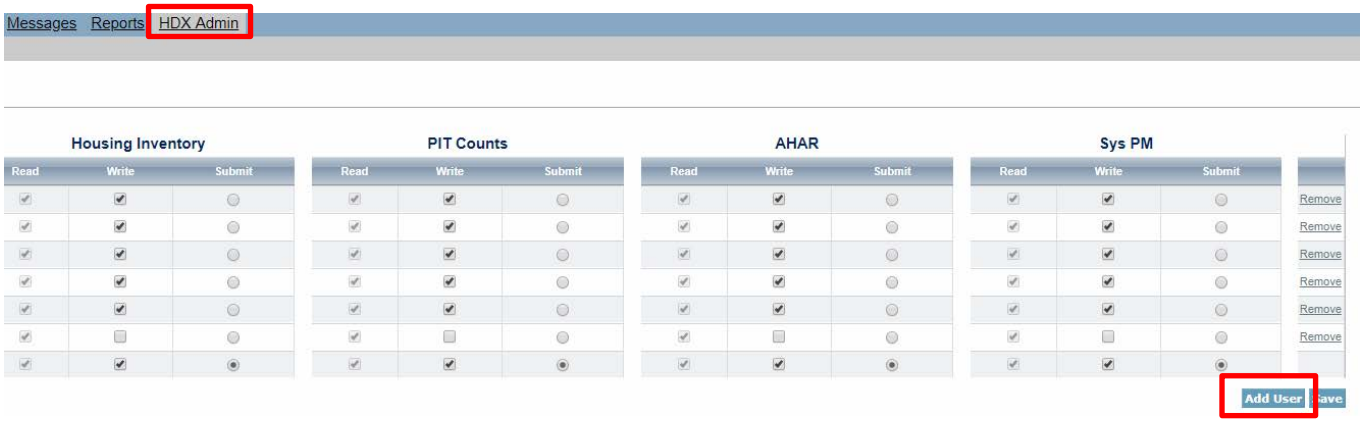
Each CoC must designate a **Primary Contact** in HDX. The Primary Contact is the contact person for the HUD-approved Collaborative Applicant, and that individual is responsible for ensuring that HUD receives complete and accurate HIC and PIT count data from the CoC by the deadline indicated above. The Collaborative Applicant can allow other CoC staff to access the PIT, HIC, 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" and "View CoCs Only" via the right-most view option ("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/faqs/778/how-do-we-change-the-primary-contact/.

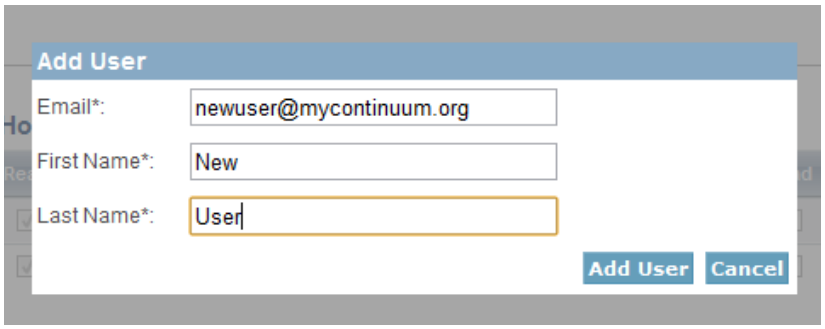
2.4 Adding and Deleting CoC HDX Users

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:

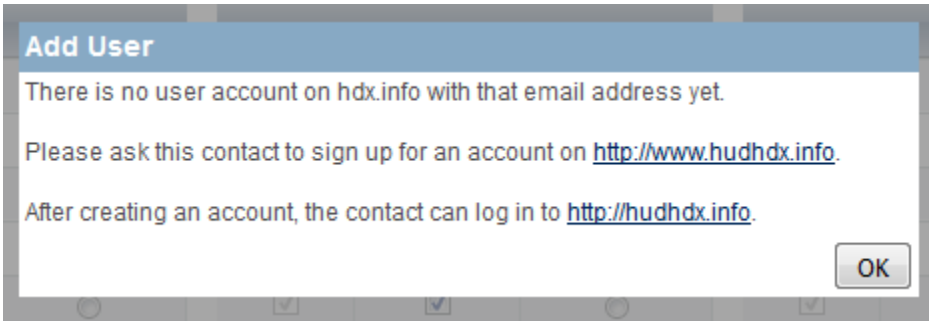


This will bring up a form in which the Primary Contact can enter the email address, first name, and last name for the new user.

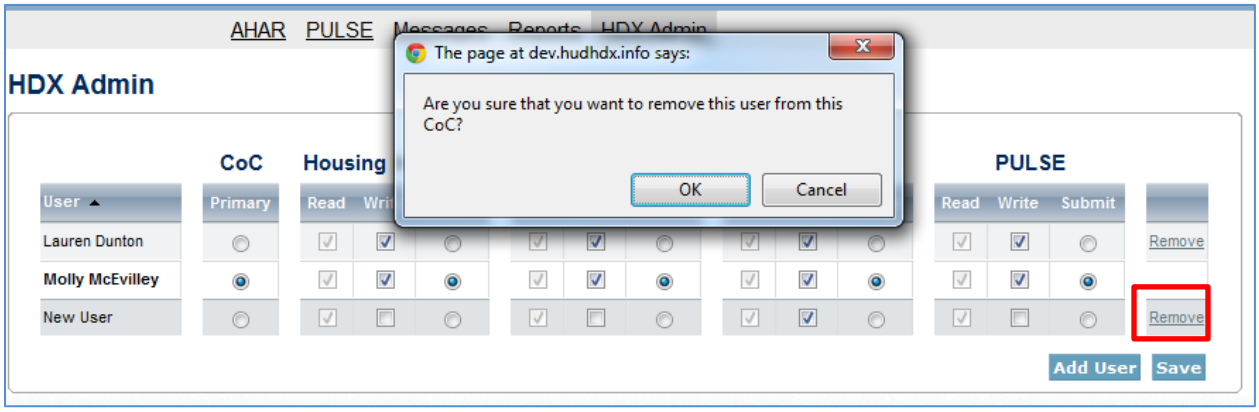
Note: The email, first name, and last name entered by the new user and primary contact must be exactly the same or the account may not activate appropriately.



New users who have not yet created an account must register at the [HUDHDX.info Create an Account] site.



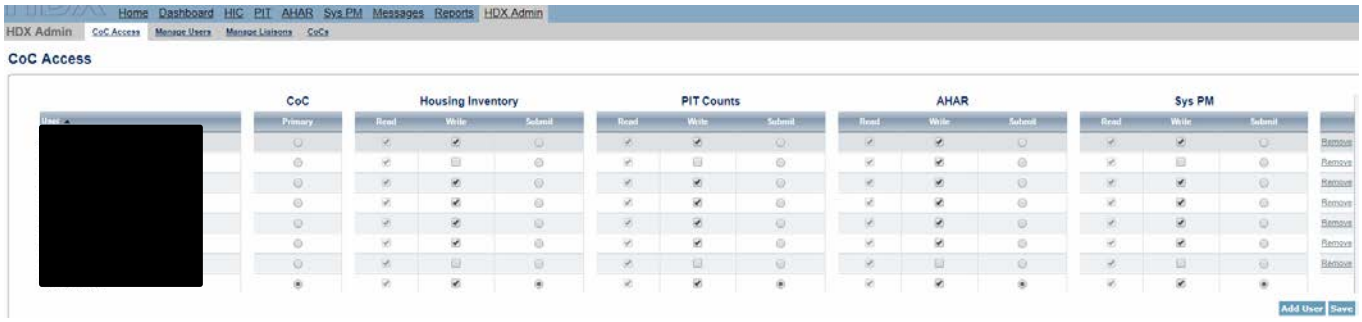
The Primary Contact should periodically review all CoC users to ensure that all users have appropriate levels of access, are still affiliated with the CoC, and require access to the data. **To remove users** who no longer need access to the HDX, the CoC HDX Primary Contact may click the *Remove* link 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.



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-18-080: 2019 HIC and PIT Data Collection for CoC and ESG Programs:

1. In the FY2017 CoC Program Competition, HUD began funding joint component grants that combine the activities of transitional housing (TH) with rapid re-housing (RRH) projects. CoCs should report these grants on the HIC by entering two separate projects – one for TH and one for RRH. Inventory reported under each project should reflect the inventory in use on the night of the count. To indicate that these are joint TH/RRH grants, CoCs must select **both** the HUD: CoC – Transitional Housing and HUD: CoC – Rapid Re-Housing funding source options in response to the **HUD McKinney-Vento Funded** question for each project. Reporting these as separate projects helps distinguish inventory for people currently experiencing homelessness from inventory for people formerly experiencing homelessness, per HUD's definition.
2. Under the **Inventory Type** section of the HIC, HUD no longer distinguishes new inventory from current inventory. CoCs now report their data as either current (i.e., all inventory that is in operation on the night of the CoC's PIT count) or under development (i.e., all inventory that is projected, but not in operation during the PIT count).

3. CoCs will report their HMIS participation based on the entire project. Either the project completely participates in HMIS or it does not. If part of a project's inventory participates in HMIS and another part does not, it should be split into two inventory records on the HIC, one representing the inventory participating in HMIS and one representing the inventory not participating in HMIS.
4. HUD is requiring CoCs to include the HMIS Project ID to all projects on the HIC. Currently, HMIS Project ID is only required for CoCs that upload the HIC. CoCs will no longer report their VA-funded Compensated Work Therapy, Transitional Residence (CWT/TR) grants in the HIC. With this exclusion, persons in CWT/TR projects will also be excluded from the sheltered PIT count.
5. CoCs will no longer report their VA-funded Compensated Work Therapy, Transitional Residence (CWT/TR) grants in the HIC. With this exclusion, persons in CWT/TR projects will also be excluded from the sheltered PIT count.
6. CoCs will no longer report on Target Population A to HUD. HUD is renaming what was "Target Population B" as "Target Population" beginning in 2019.
7. HUD is clarifying that the **Housing Type** designation should apply to the entire project. The rationale for collecting this information for all residential projects is to understand the type of building or buildings that house clients and understand whether the geography for the mailing address for that location is actually reflective of the location of some or all of the clients housed by the project. A project must be completely "site based/single site," "site based/clustered site," or "tenant-based/scattered site." If part of a project's inventory is site based in a single location and other part is tenant-based vouchers, it should be split into two projects, one representing the "site based/single site" inventory and the other representing the "tenant based/scattered site" inventory. For emergency shelter, the Housing Type selected should be consistent with the **Bed Type**.

Housing Type	Description	Appropriate Bed Type (for ES only)
Site-based/ single site	All clients are housed in a single project facility.	Facility-based beds
Site-based/ clustered-multiple sites	All clients are housed in more than one project facility, but more than one client is housed in each project facility. The facility locations are owned, operated, or sponsored by the project. This can include PBRA and may include SBRA, if multiple clients are housed in several separate sponsored facility locations.	Facility-based beds
Tenant-based/ scattered site	Clients have leases or other occupancy agreements and are housed in market-rate, scattered-site residences. This includes TBRA and may include SBRA, if clients are housed in sponsored units where each unit has a distinct mailing address.	Voucher-based beds

8. Sponsor-based Rental Assistance (SBRA) can operate like Tenant Based Rental Assistance (TBRA) or Project-based Rental Assistance (PBRA), which has caused some confusion about whether these projects are required to add an address. HUD is clarifying that an address is required for all projects that function like either of the two "site-based" housing types listed in item 7 above.
9. While Victim Service Providers (VSP) are exempted from providing address information, HUD encourages providers to enter a ZIP code associated with the project.

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 2019 HIC Data.

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

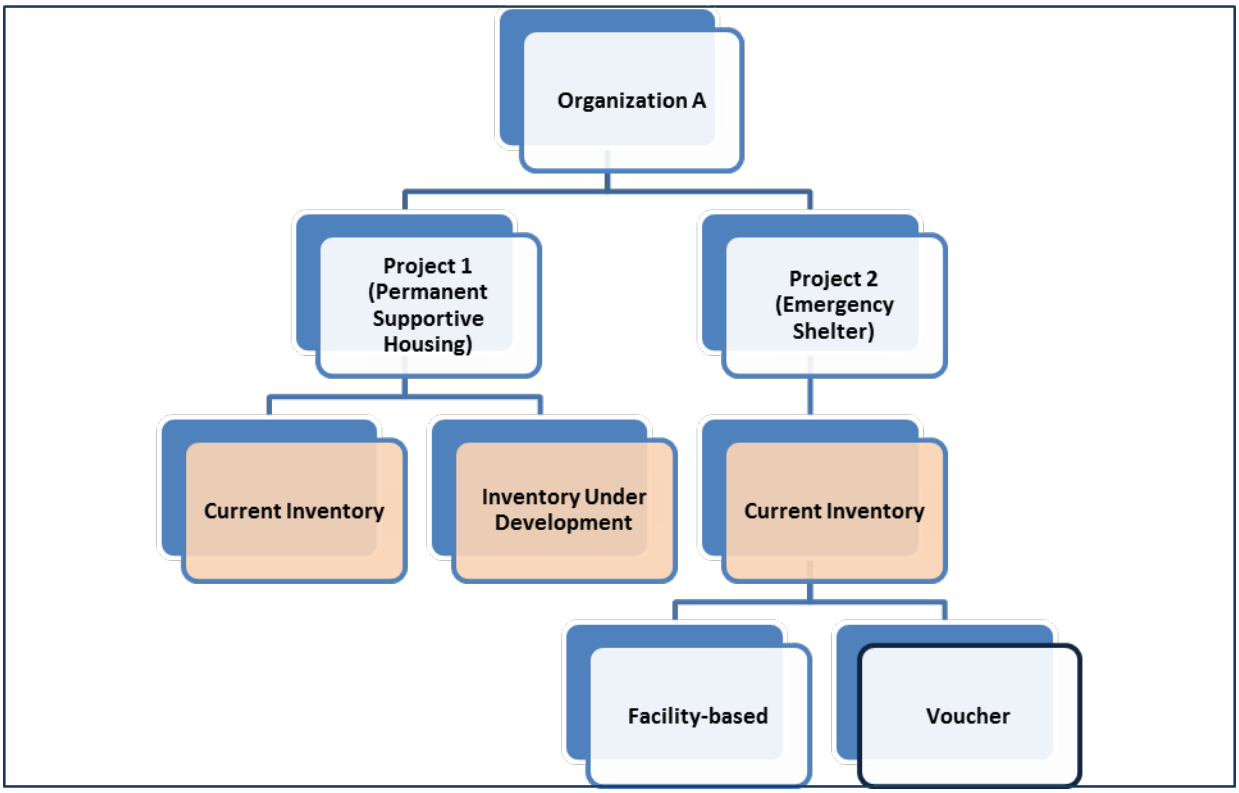
- **Organization records** – Organizations only have one characteristic: the organization name. To appear on the HIC, an organization must have at least one provider project, and a single organization may have many projects.
- **Project records** – Projects belong to an organization and have several characteristics, including project name, project type, HMIS participation, 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, 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 (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:

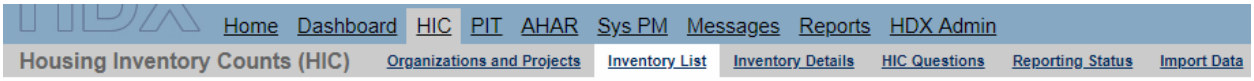
- Project 1 (Permanent Supportive Housing) has both current and inventory under development;

[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 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.

- Project 2 (Emergency Shelter) has current inventory only, consisting of both facility-based and voucher beds.

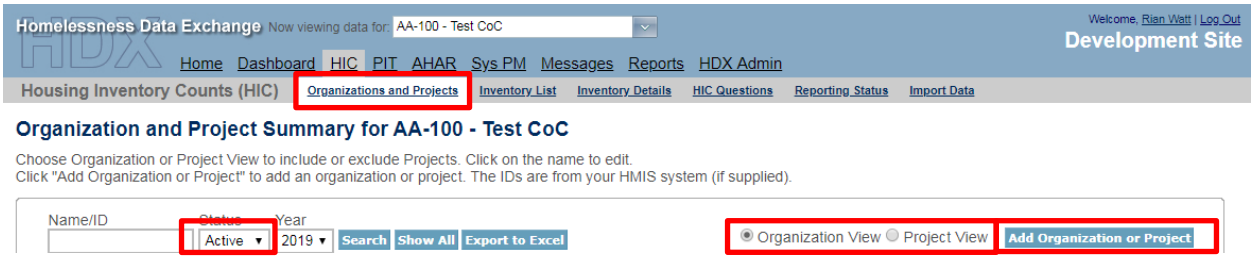


The HIC module is organized by six topics that are designed to help CoCs enter organization, project, and project inventory data accurately. Each topic is listed on a separate tab, shown below.



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.

3.2.a Organizations & Projects Overview



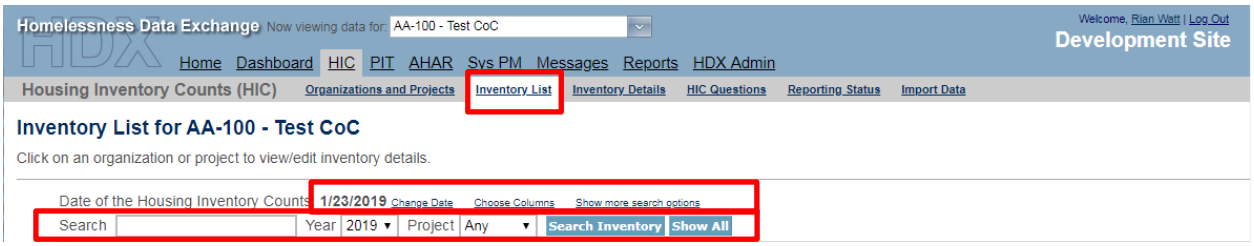
Actions available from the Organizations and Projects tab:

- 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 organization; 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 2019 HIC;
- Review a complete list of the CoC's housing inventory for 2019 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.



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.

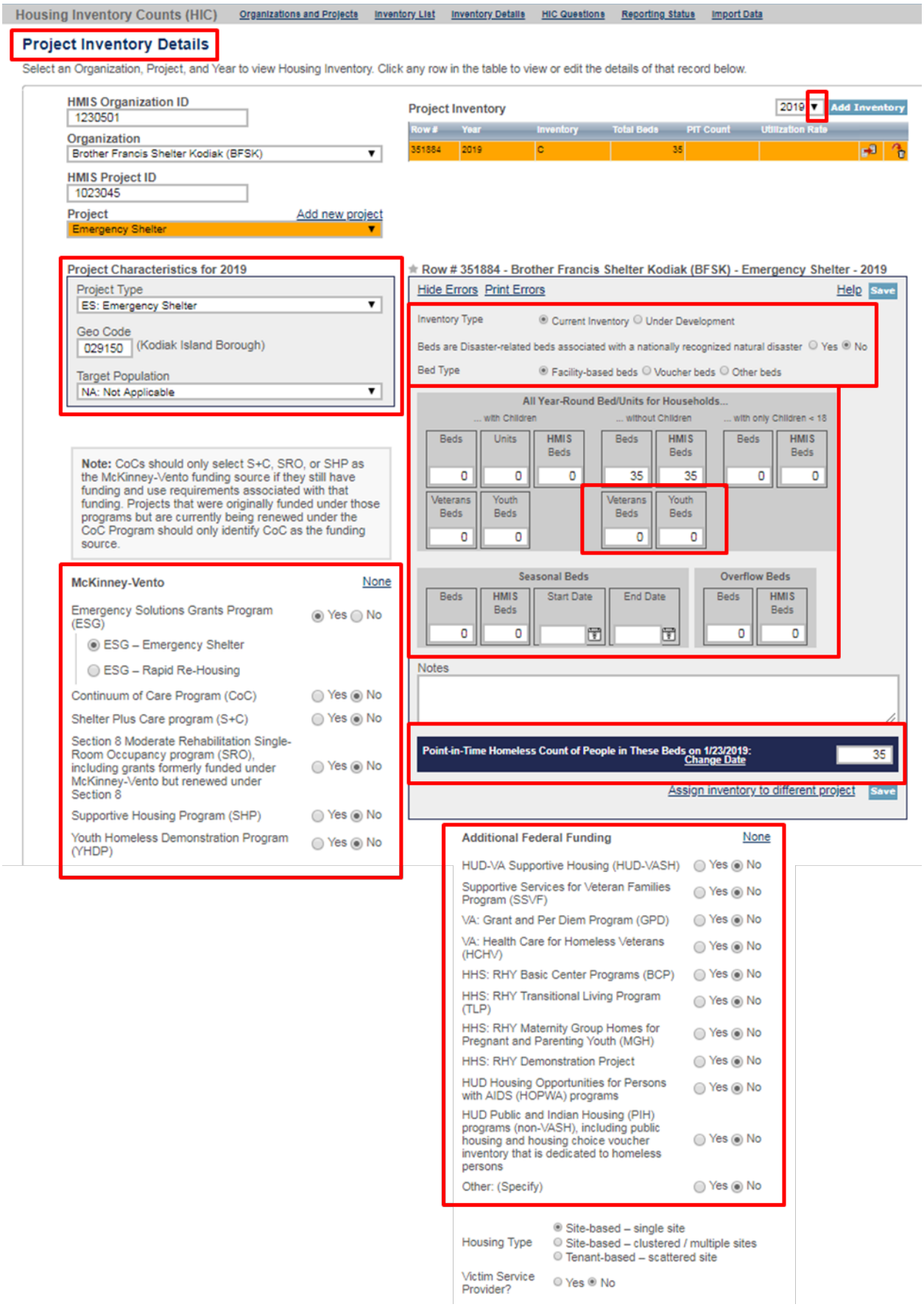
Clicking on a project's name on this tab, takes the user to the Inventory Details tab for that project inventory record, where bed and unit inventory data can be added or edited.

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.

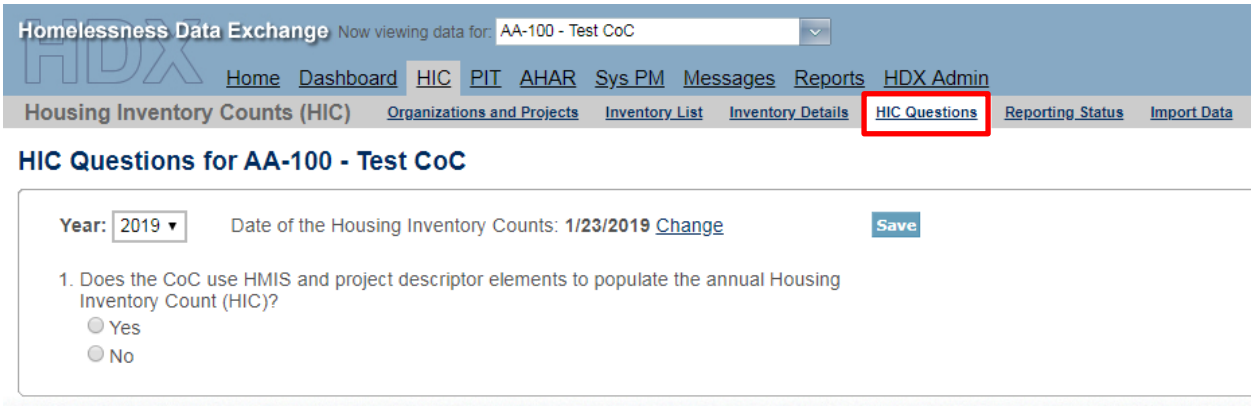
3.2.c Project Inventory Details Overview

Actions available from the Inventory Details tab:

- Review, add, and edit 2019 data for individual projects, including:
    - Project characteristics:
        - Project Type
        - Geo Code
        - HMIS Participation
        - Target Population
        - HUD McKinney-Vento Funded
        - Additional Federal Funding Sources
    - 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.
HMIS Organization ID
1230501
Organization
Brother Francis Shelter Kodiak (BFSK)
HMIS Project ID
1023045
Project
Add new project
Emergency Shelter
Project Inventory
2019
Add Inventory
Row #
Year
Inventory
Total Beds
PIT Count
Utilization Rate
351884
2019
C
35
Project Characteristics for 2019
Project Type
ES: Emergency Shelter
Geo Code
029150
(Kodiak Island Borough)
Target Population
NA: Not Applicable
Row # 351884 - Brother Francis Shelter Kodiak (BFSK) - Emergency Shelter - 2019
Hide Errors
Print Errors
Help
Save
Inventory Type
Current 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
Veterans Beds
Youth Beds
Seasonal Beds
Start Date
End Date
Overflow Beds
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)
ESG – Emergency Shelter
ESG – Rapid Re-Housing
Continuum of Care Program (CoC)
Shelter Plus Care program (S+C)
Section 8 Moderate Rehabilitation Single-Room Occupancy program (SRO), including grants formerly funded under McKinney-Vento but renewed under Section 8
Supportive Housing Program (SHP)
Youth Homeless Demonstration Program (YHDP)
Notes
Point-in-Time Homeless Count of People in These Beds on 1/23/2019:
Change Date
35
Assign inventory to different project
Save
Additional Federal Funding
None
HUD-VA Supportive Housing (HUD-VASH)
Supportive Services for Veteran Families Program (SSVF)
VA: Grant and Per Diem Program (GPD)
VA: Health Care for Homeless Veterans (HCHV)
HHS: RHY Basic Center Programs (BCP)
HHS: RHY Transitional Living Program (TLP)
HHS: RHY Maternity Group Homes for Pregnant and Parenting Youth (MGH)
HHS: RHY Demonstration Project
HUD Housing Opportunities for Persons with AIDS (HOPWA) programs
HUD Public and Indian Housing (PIH) programs (non-VASH), including public housing and housing choice voucher inventory that is dedicated to homeless persons
Other: (Specify)
Housing Type
Site-based – single site
Site-based – clustered / multiple sites
Tenant-based – scattered site
Victim Service Provider?

3.2.d HIC Questions Overview



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

Actions available from the Reporting Status tab:

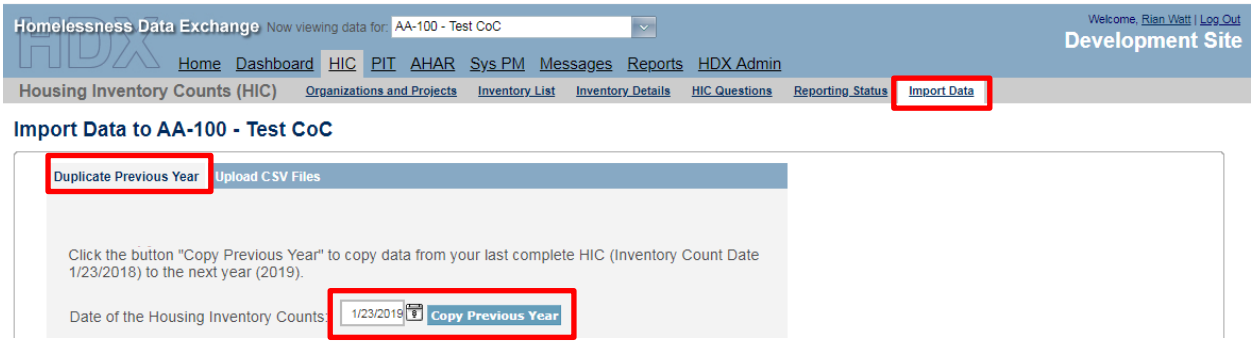
- Validate and submit 2019 HIC data ***(Note: PIT count data must be submitted separately from the PIT Reporting Status page);***
- Review and change the date of the CoC's 2019 HIC – clicking on the change link will take you to another page where you can update the HIC date;
- Access HIC reports – click 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 *warning* (click on the plus sign to expand the list of warnings); and
- Access messages relevant to the HIC.

3.2.f Import Data Overview

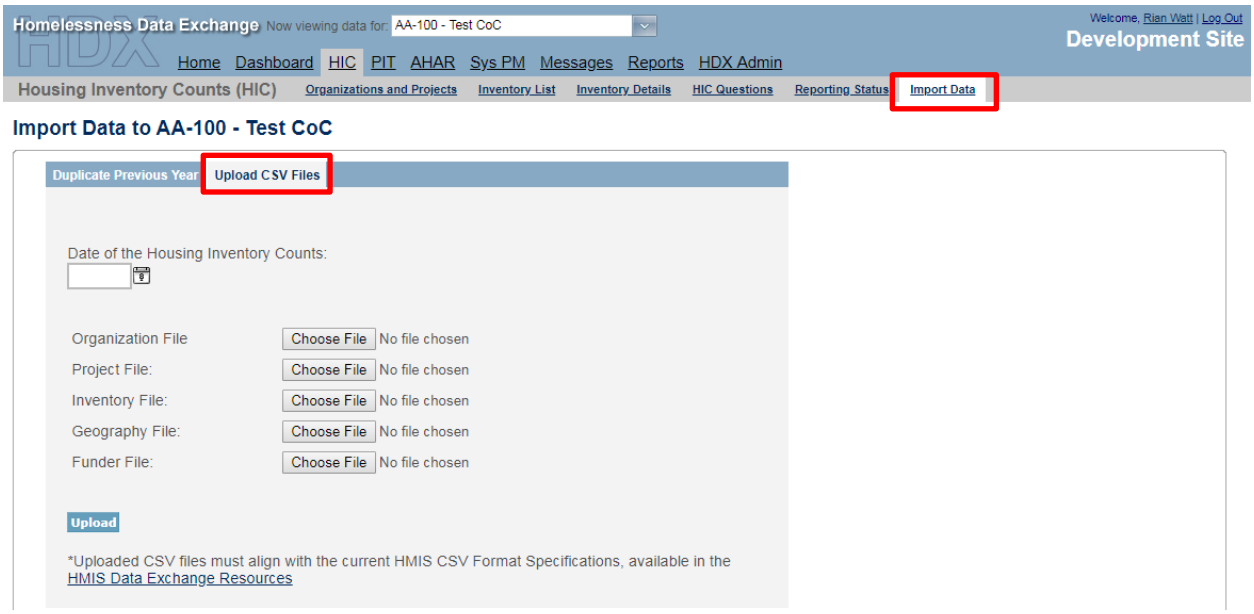
Actions available from the Import Data tab:

- Duplicate the previous year's HIC data to populate the 2019 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 2019 HIC.

Duplicate Previous Year Data



Import Data from HMIS



3.3 Creating and Submitting 2019 HIC Data

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

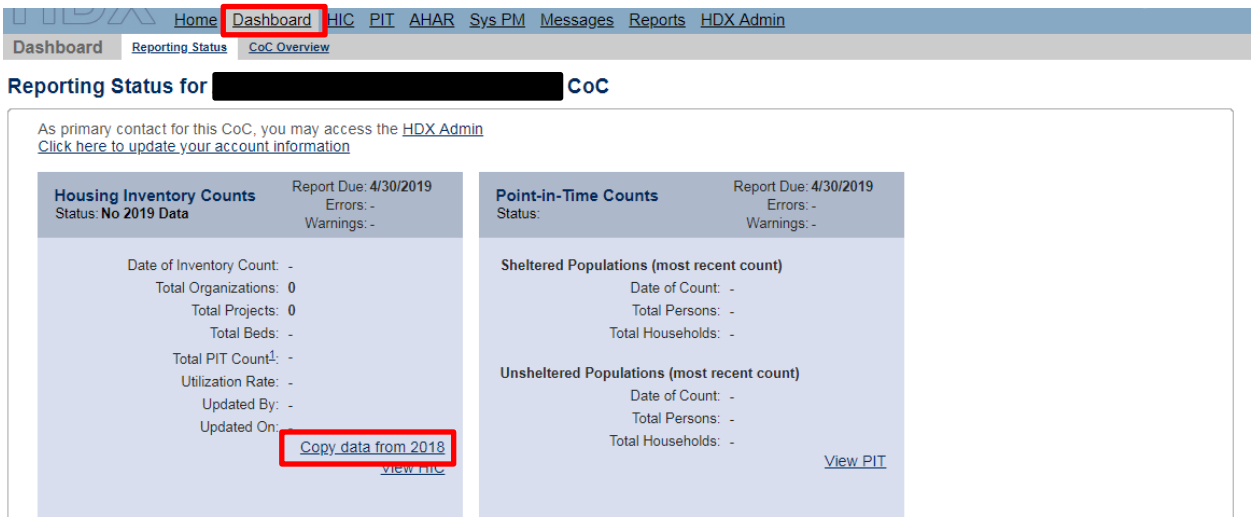
1. Duplicating the previous year's HIC data already in HDX or importing HIC data exported from the CoC's HMIS;
2. Entering or updating and reviewing organization and project data;
3. Entering or updating and reviewing project inventory data;
4. Entering and reviewing PIT count data for each project inventory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

3.3.a Creating 2019 HIC Data

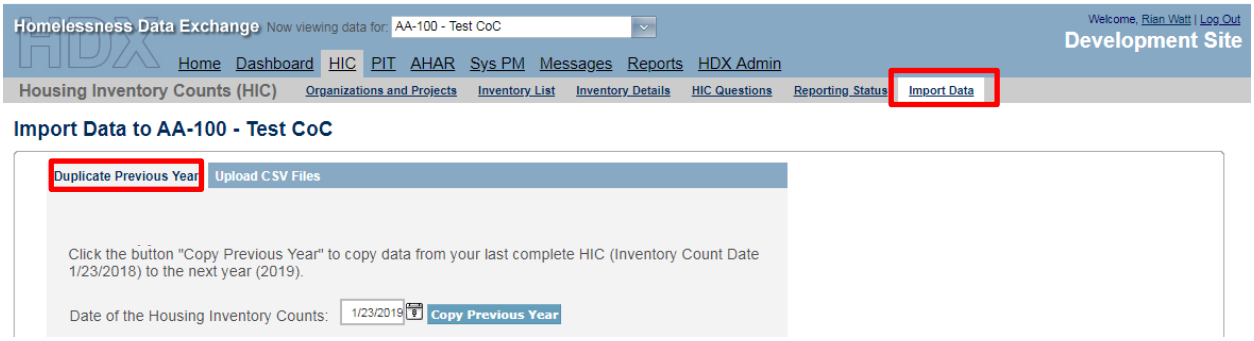
Duplicating the Previous Year's HIC Data

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:

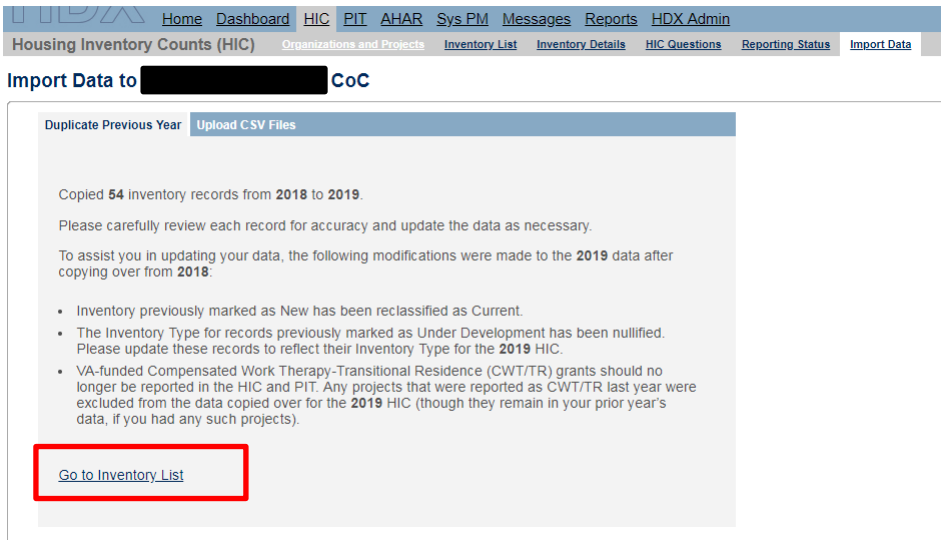
1. **Copy data from link on the Dashboard** – Click on the *Copy data from 2018* link in the Housing Inventory Counts box. This link leads to the Import Data tab.



2. Go directly to the Import Data tab – Click on the Import Data link. Make sure to enter the date of the CoC's 2019 HIC, and click the *Copy Previous Year* button.



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:



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.

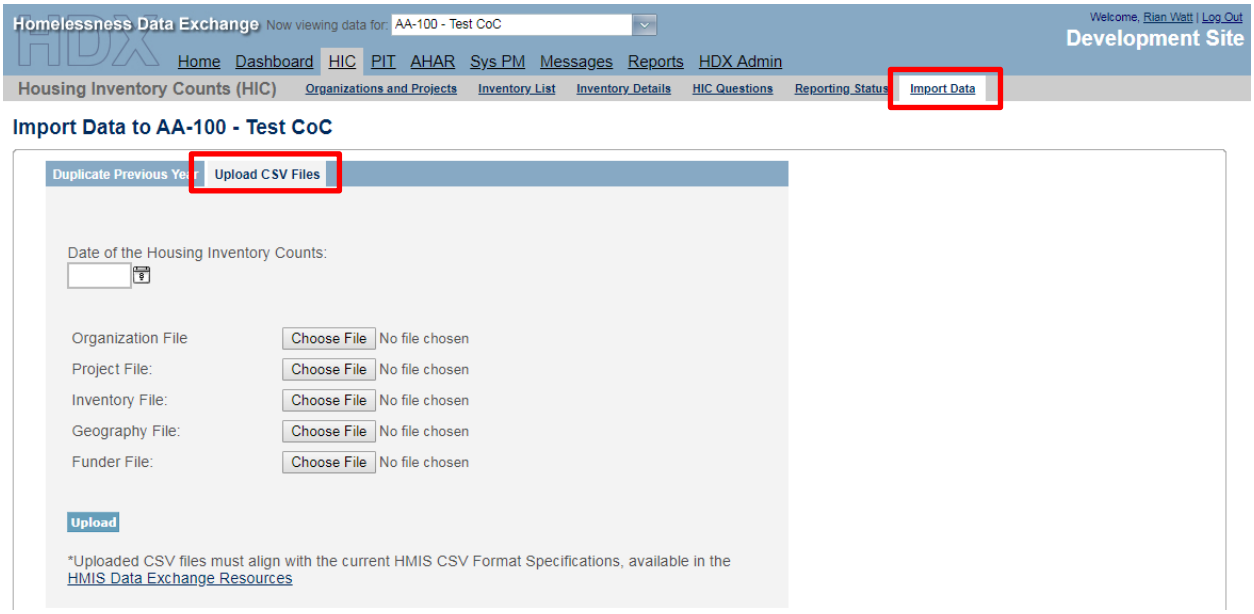
After successfully duplicating your HIC, please carefully review each record for accuracy and update the data as necessary. For example, the HIC requires a PIT Count for each HIC inventory record. You will need to manually enter a project-level PIT Count on the Inventory Details page. In addition, there are a couple of fields in the HIC that will not copy over from last year:

- Natural Disaster Inventory: This Yes/No field will be prepopulated as No. 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.
- Federal Funding: There are new additional sub-categories under McKinney-Vento Funding and the Additional Federal Funding Sources. You should review each funding source and modify as necessary.

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.



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.
- 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 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 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.

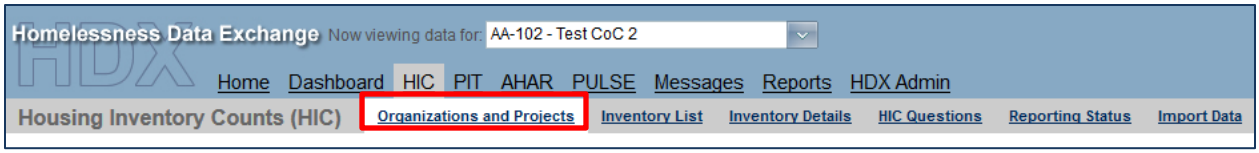
For instance, if there was a project with two Current inventory records, one with 60 beds and one with 40 beds, and if the project-level PIT Count from the Project.csv file equaled 90, the

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.

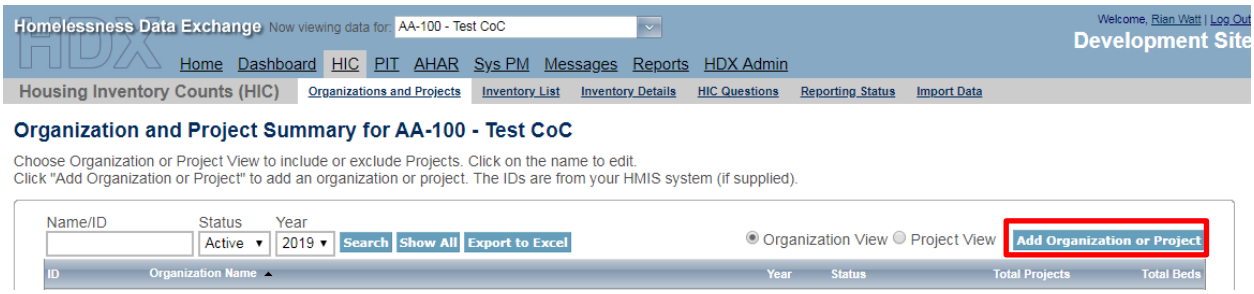
3.4 Organization and Project Information

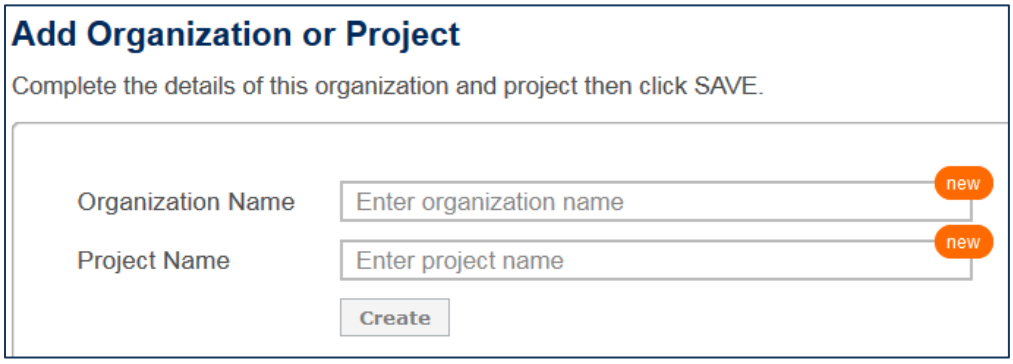
3.4.a Adding a New Organization and Project to the HIC

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 or 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.



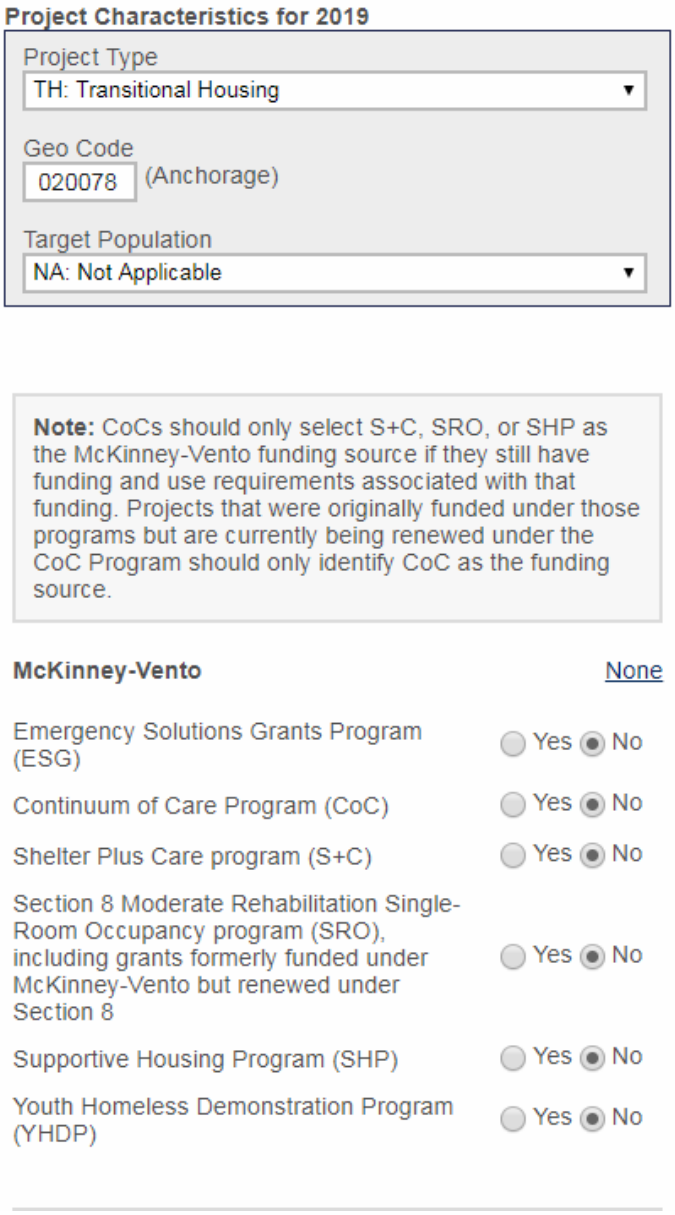


Enter the following required information about each new organization and project.

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
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/5694/fy-2018-coc-geographic-codes/.

Target Population
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 Funding None

HUD-VA Supportive Housing (HUD-VASH)	○ Yes ◉ No
Supportive Services for Veteran Families Program (SSVF)	○ Yes ◉ No
VA: Grant and Per Diem Program (GPD)	◉ Yes ○ No

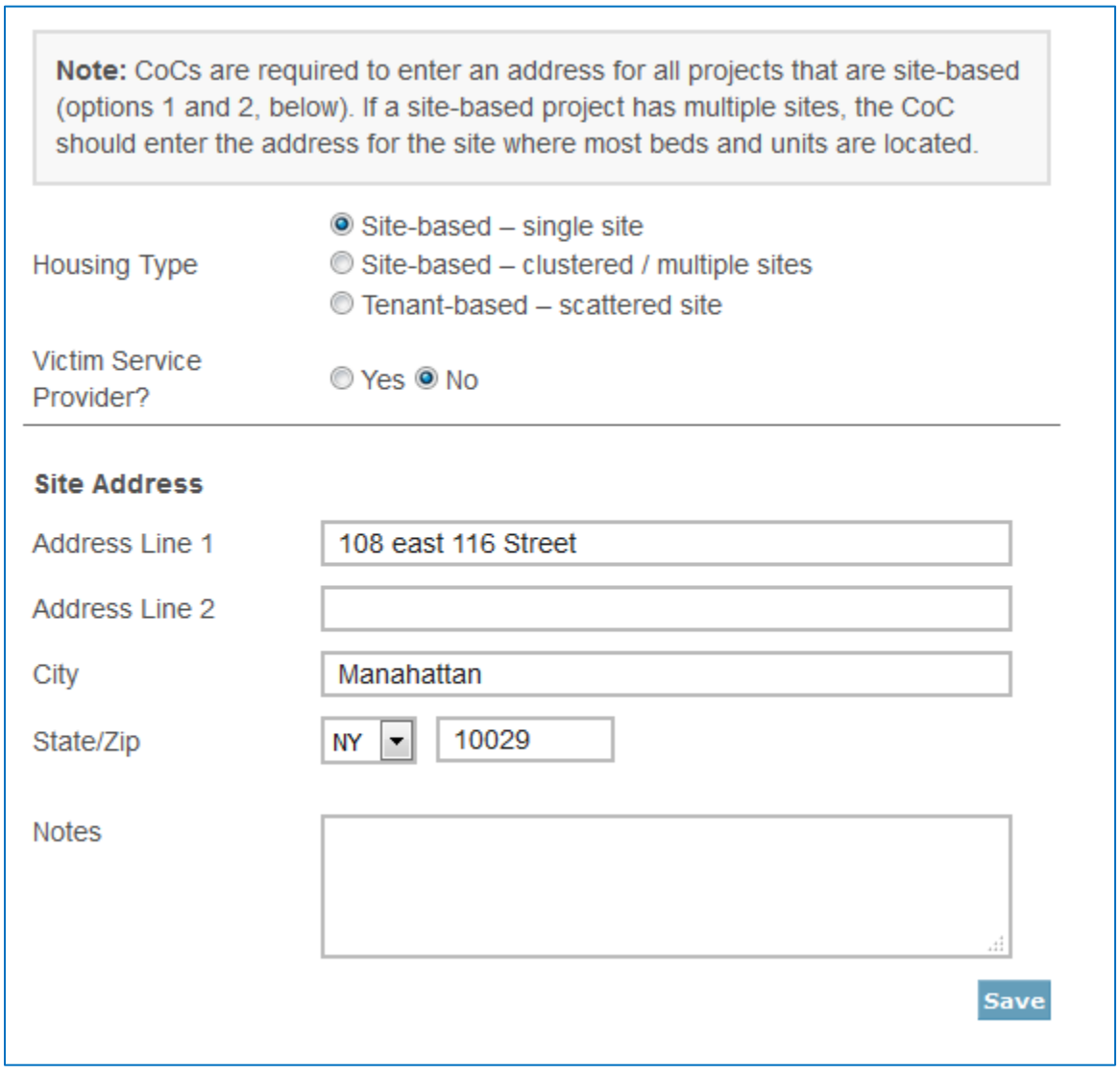
- ☑ VA: Grant and Per Diem Program (GPD) – Bridge Housing
- ☐ VA: Grant and Per Diem Program (GPD) – Low Demand
- ☐ VA: Grant and Per Diem Program (GPD) – Hospital to Housing
- ☐ VA: Grant and Per Diem Program (GPD) – Clinical Treatment
- ☐ VA: Grant and Per Diem Program (GPD) – Service Intensive Transitional Housing
- ☐ VA: Grant and Per Diem Program (GPD) – Transition in Place

VA: Health Care for Homeless Veterans (HCHV)	○ Yes ◉ No
HHS: RHY Basic Center Programs (BCP)	○ Yes ◉ No
HHS: RHY Transitional Living Program (TLP)	○ Yes ◉ No
HHS: RHY Maternity Group Homes for Pregnant and Parenting Youth (MGH)	○ Yes ◉ No
HHS: RHY Demonstration Project	○ Yes ◉ No
HUD Housing Opportunities for Persons with AIDS (HOPWA) programs	○ Yes ◉ No
HUD Public and Indian Housing (PIH) programs (non-VASH), including public housing and housing choice voucher inventory that is dedicated to homeless persons	○ Yes ◉ No
Other: (Specify)	○ Yes ◉ 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: HCHV Contract Residential Services Program, 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.



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.

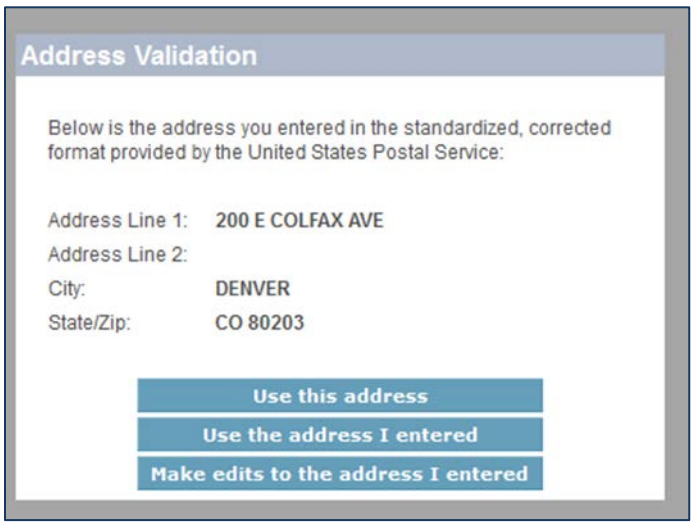
Site Address

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.

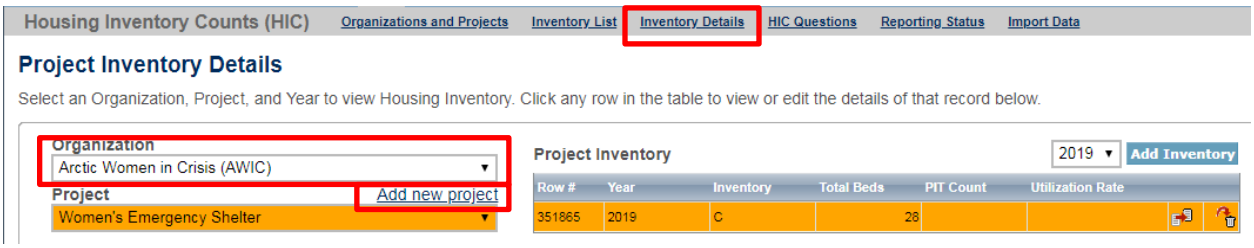
The system will also run an address validation check to standardize the format provided by the United States Postal Service.



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

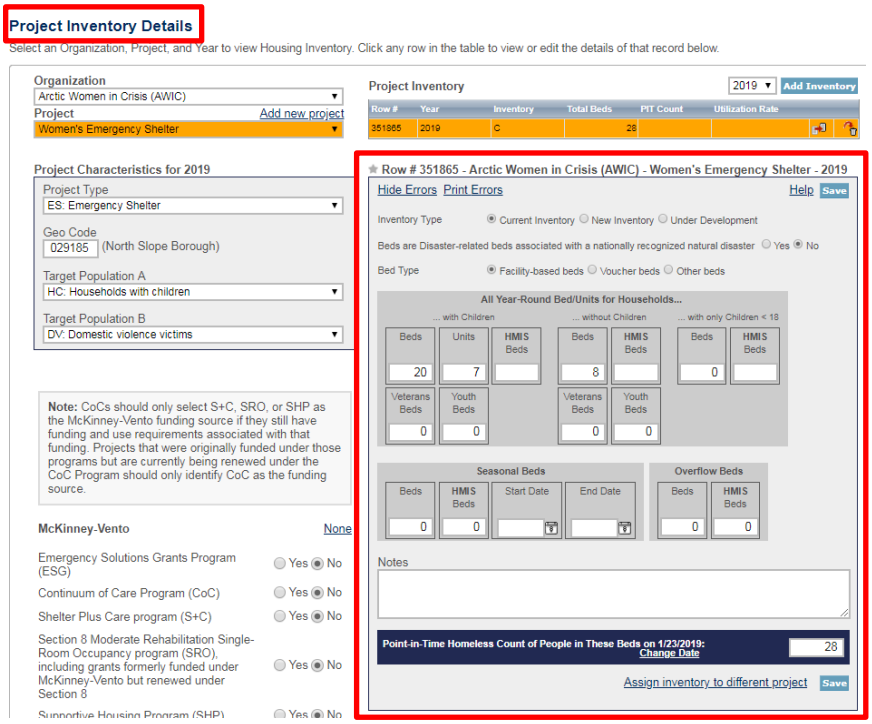
To add a new project to an existing organization, navigate to the Inventory Details tab on the gray secondary navigation bar within the HIC module.



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

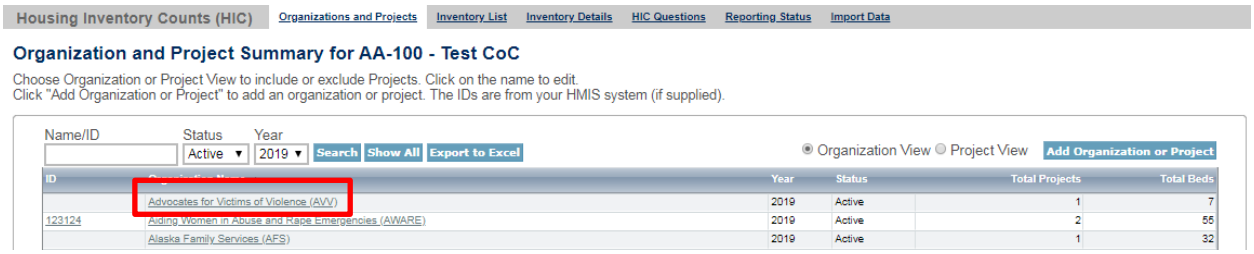
This will bring up a form requesting the project's basic characteristics described in the previous section.

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.

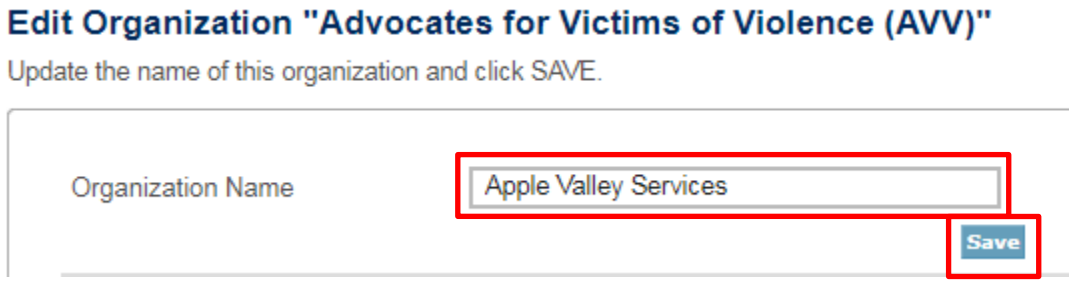


3.4.c Editing an Existing Organization

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.



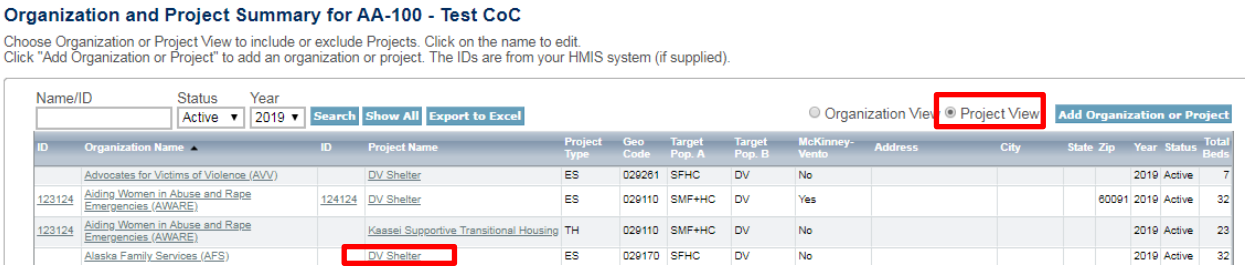
This will bring up the Edit Organization page:



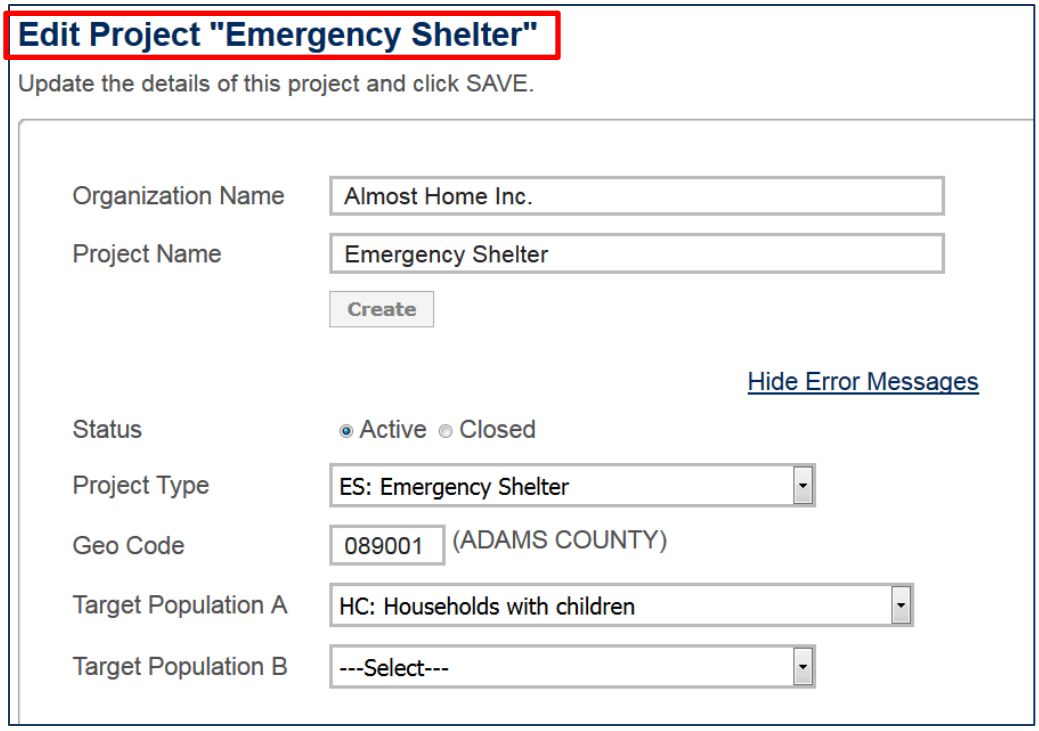
Clicking *Save* updates the organization name for all projects associated with this organization.

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.



Clicking on the project name will bring up the Edit Project page.



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 population, 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.

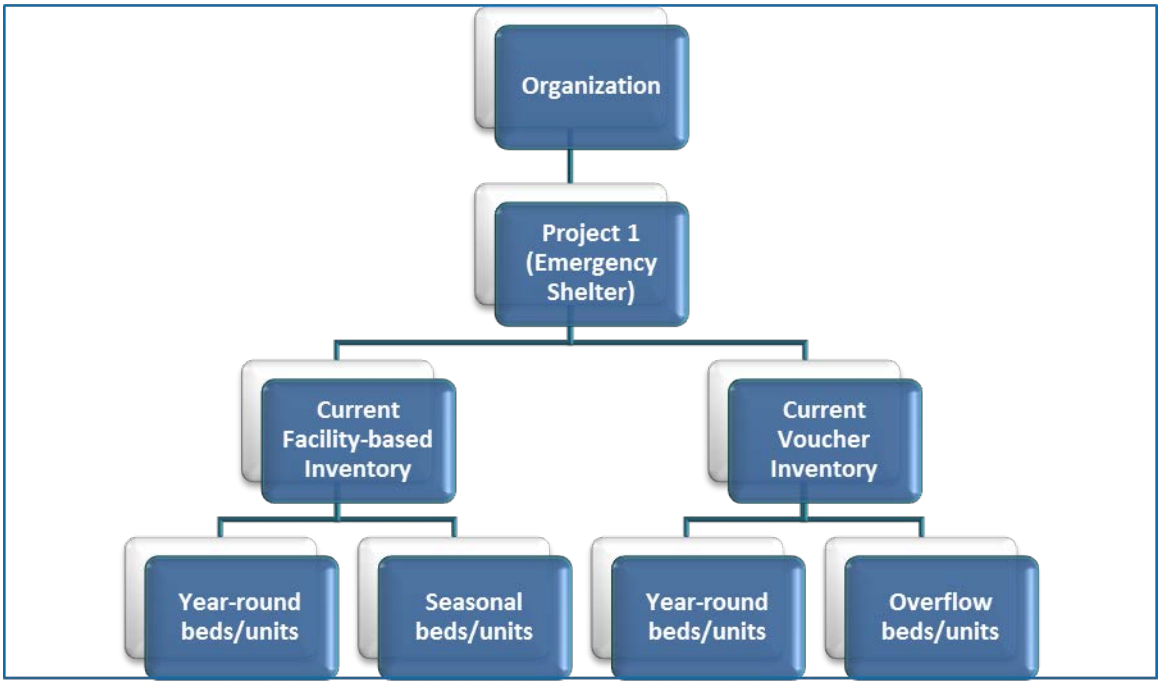
Bed and Unit Availability:

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 and vouchers to hotels/motels that they use to address demand above their current capacity.

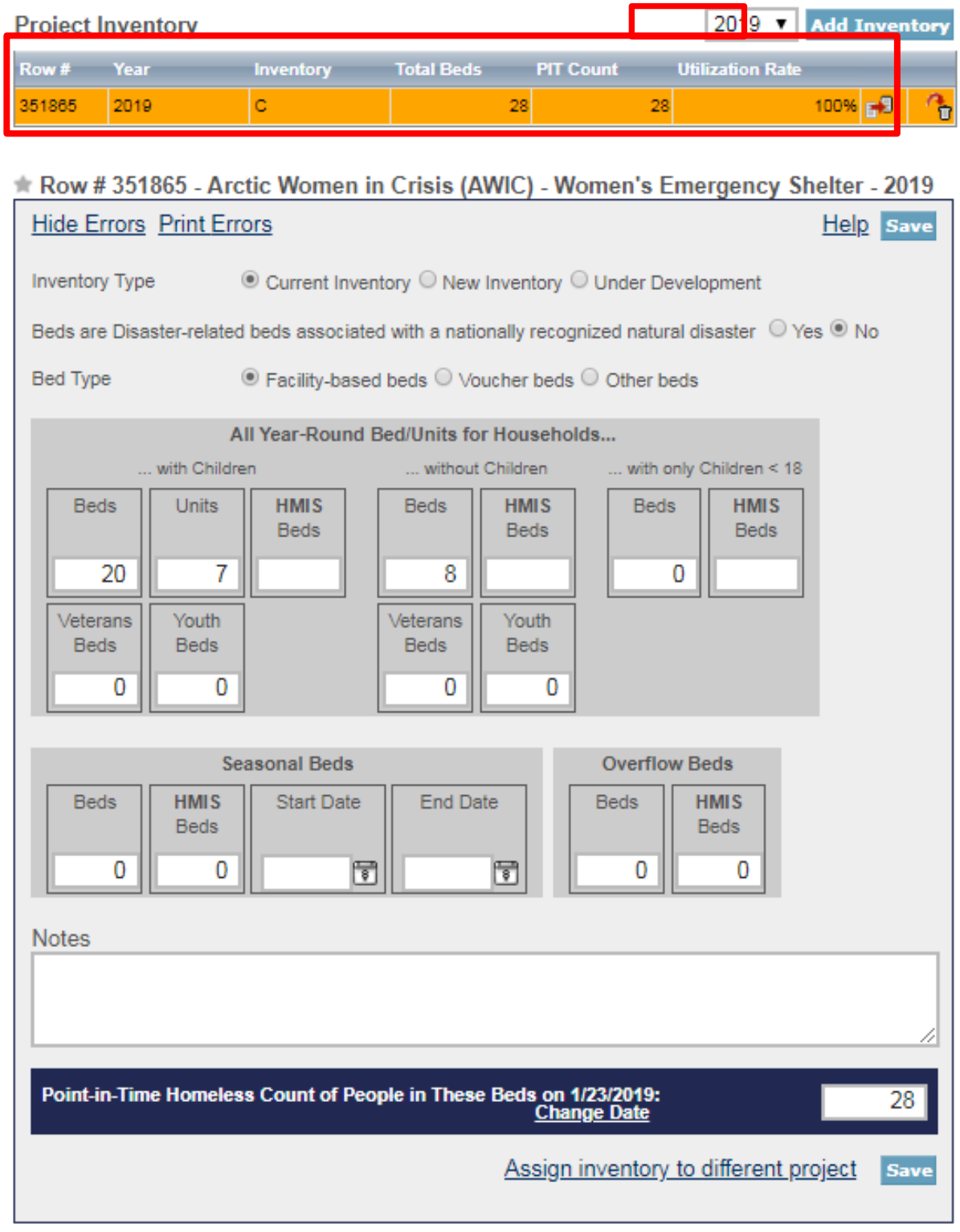
In the image above Project 1 has:

- Current facility beds/units that are available year-round and seasonally; 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.

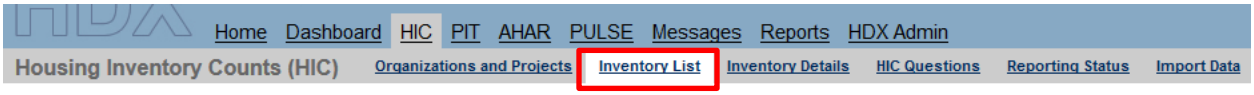
The screenshot below provides an example of how to report facility-based, voucher beds, and new beds for a single project on the HIC.

- 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.

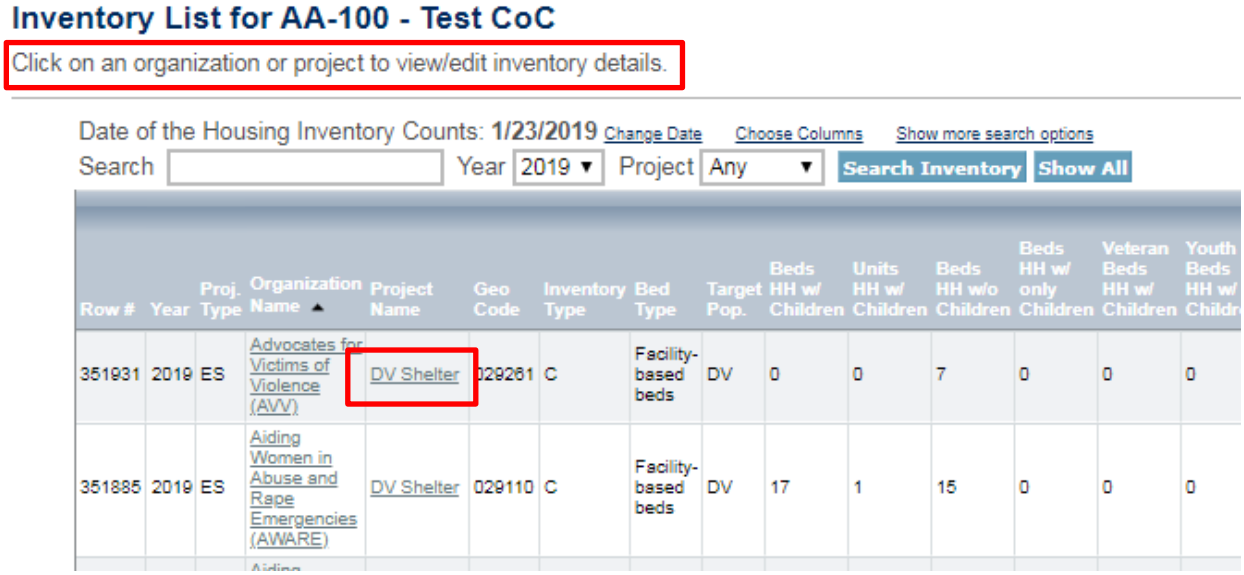

Project Inventory
2019
Add Inventory
Row # | Year | Inventory | Total Beds | PIT Count | Utilization Rate
351865 | 2019 | C | 28 | 28 | 100%
Row # 351865 - Arctic Women in Crisis (AWIC) - Women's Emergency Shelter - 2019
Hide Errors
Print Errors
Help
Save
Inventory Type
Current Inventory
New Inventory
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
Veterans Beds
Youth Beds
20
7
8
0
0
0
0
0
Seasonal Beds
Start Date
End Date
Overflow Beds
0
0
0
0
Notes
Point-in-Time Homeless Count of People in These Beds on 1/23/2019:
Change Date
28
Assign inventory to different project
Save

3.5.b Adding an Inventory Record for an Existing Project

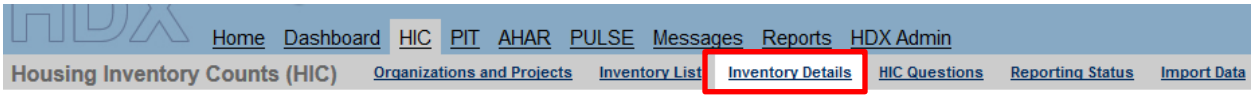
Adding and updating project inventory information is completed through the Inventory Details tab. There are two ways to access this tab. To reach a specific project directly, navigate to the Inventory List tab using the gray secondary navigation bar in the HIC module.



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

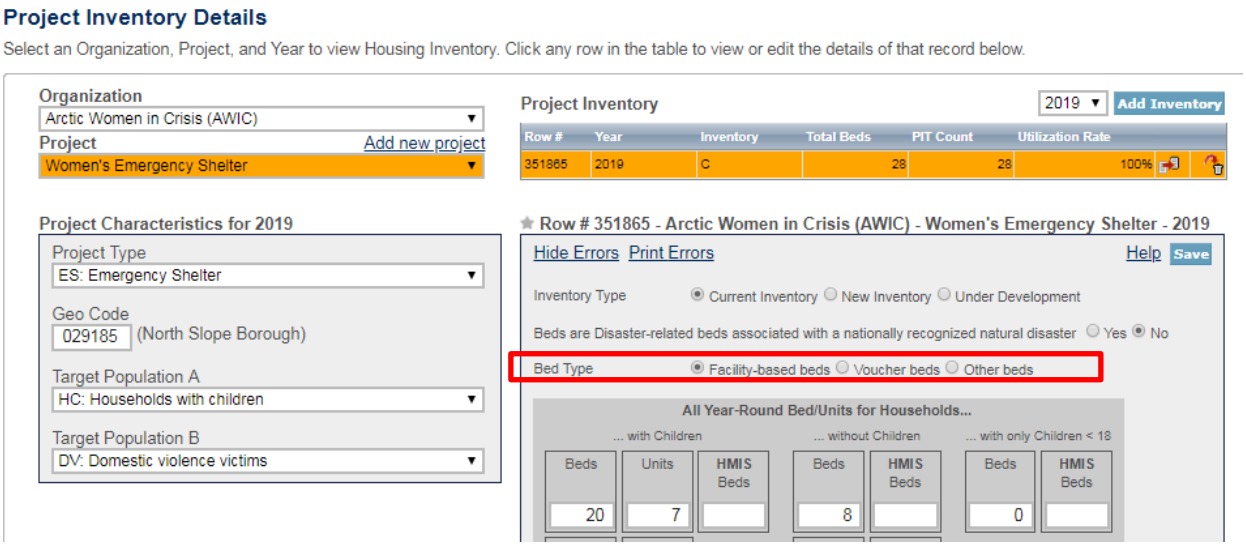


To navigate directly to the Inventory Details tab, select the link for this tab from the gray secondary navigation bar in the HIC module.



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.



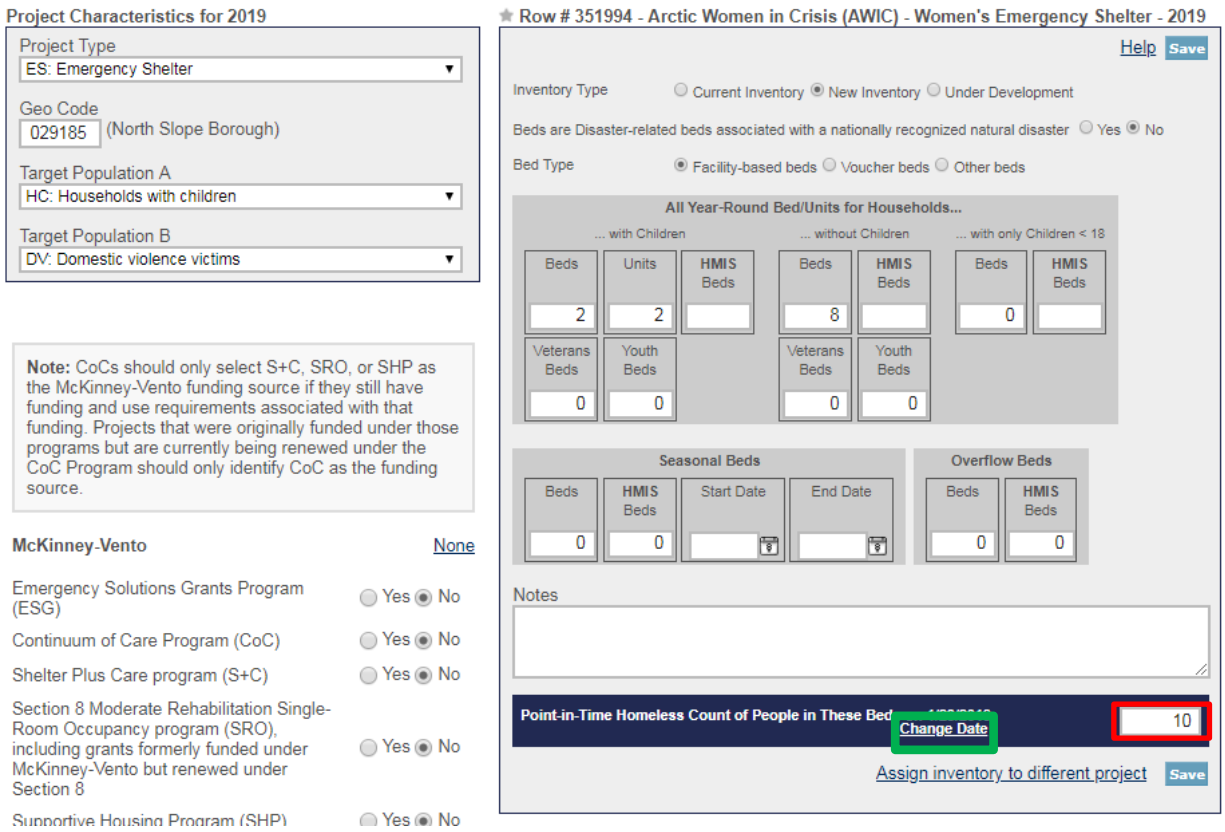
3.5.c Editing an Existing Project Inventory Record

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. Then edit the project details as appropriate.

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 or change the PIT count date, click the Change 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 Change 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.

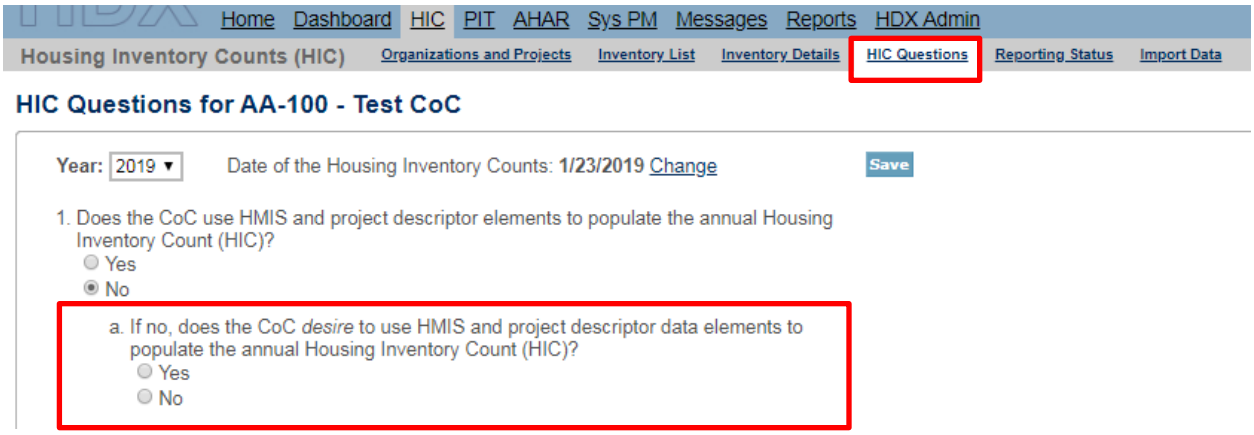
3.6 HIC Questions

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)?"

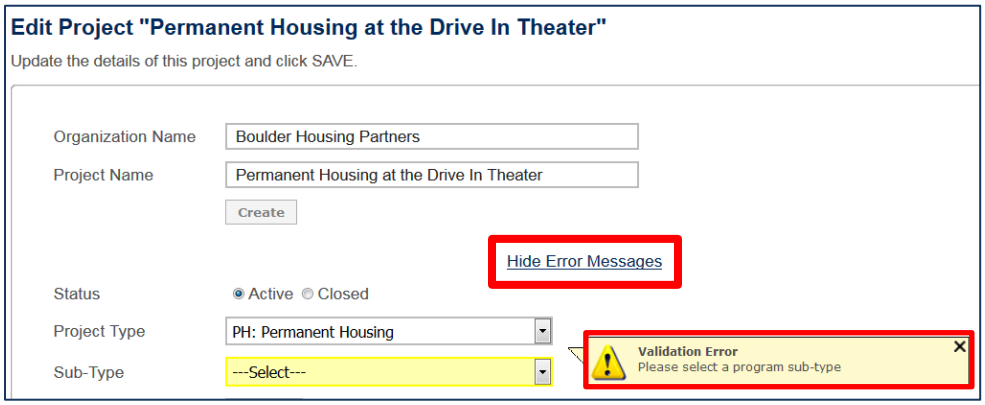


3.7 Addressing Validation Warnings and Errors

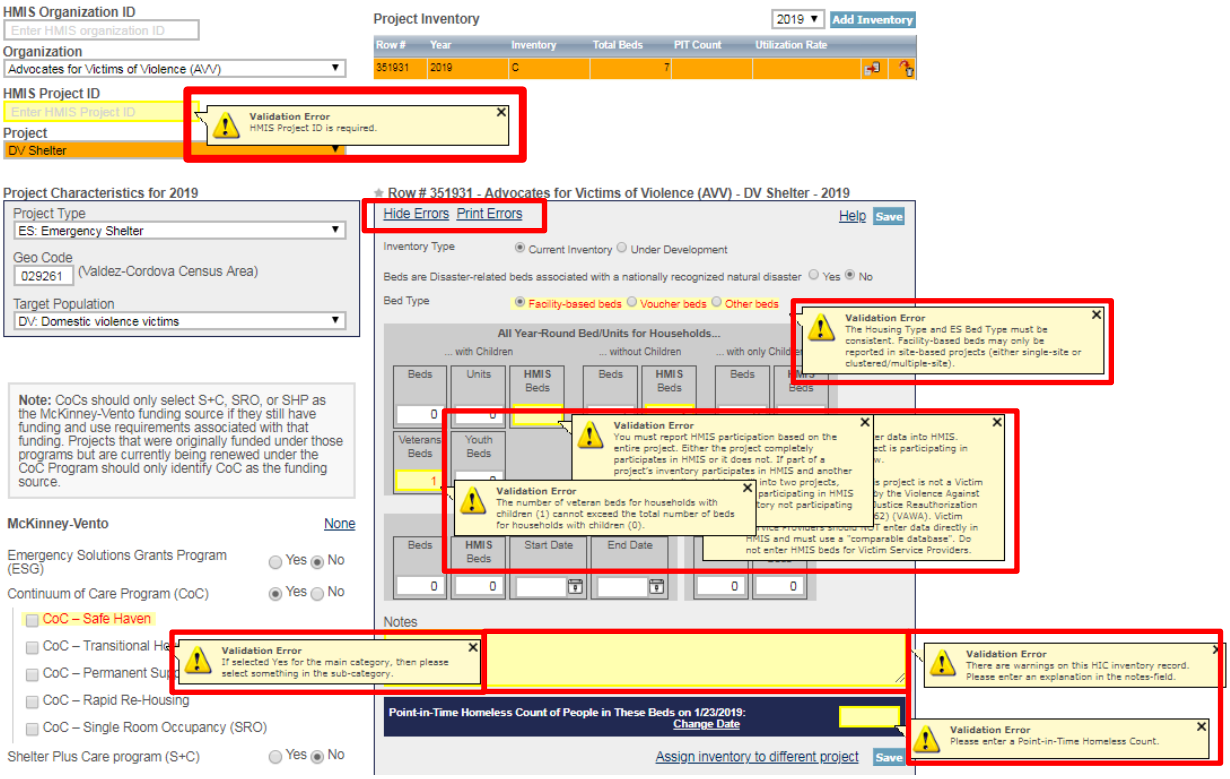
The HDX will display validation warnings and errors to assist CoCs in identifying and addressing any inconsistencies in the HIC data.

- 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.



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).

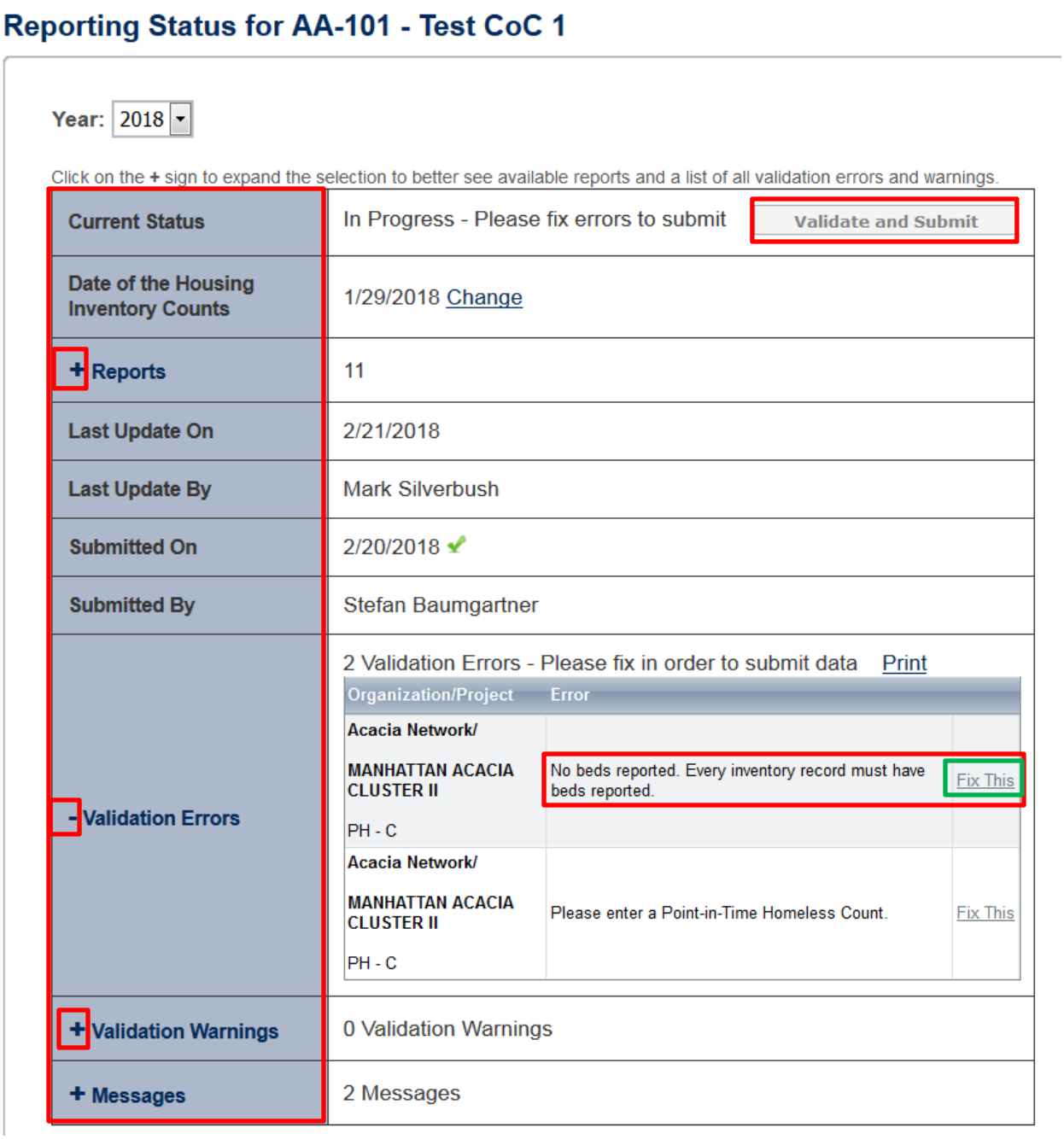


3.8 Reporting Status Page

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.

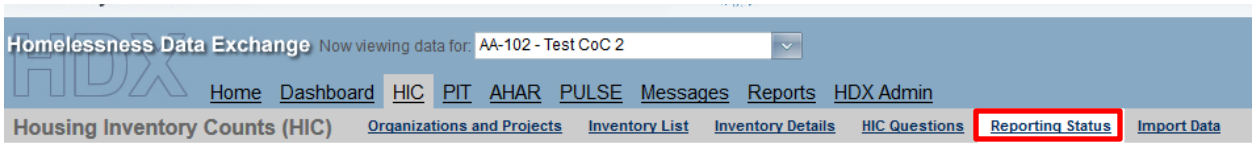
- CoCs validate and submit their 2019 HIC data from the Reporting Status page. ***(Note: PIT Count Data must be submitted separately, on the PIT Reporting Status page)***.
- Access HIC reports in PDF or Excel Format
- See when and by whom the CoC's HIC data was last updated
- See when and by whom the 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

The following example, from 2018, is still reflective of this page's functionality.

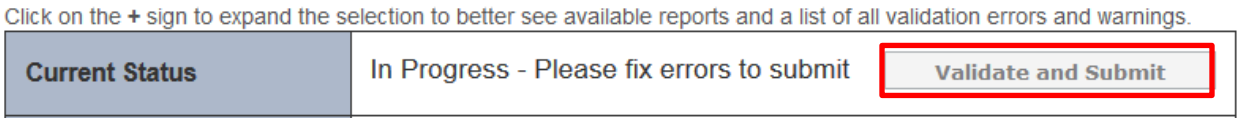


3.9 Submitting HIC Data to HUD

HIC data **MUST** be submitted to HUD in the HDX by 8:00 p.m. eastern time on **Tuesday, April 30, 2019.** To submit HIC data, click on the Reporting Status tab on the gray toolbar.

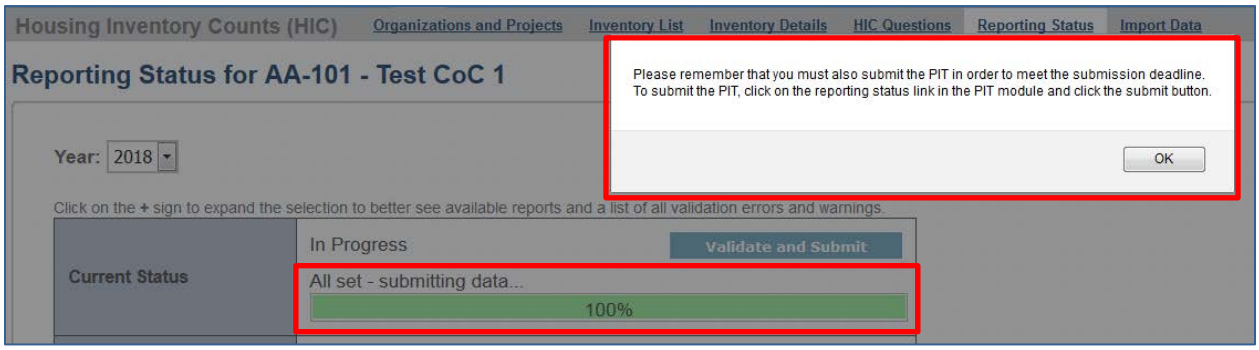


If the data contain any validation errors or unexplained warnings, the *Submit Data* button will be light gray. This button cannot be clicked until any errors have been corrected or notes have been added to explain any warnings.



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.

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.



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

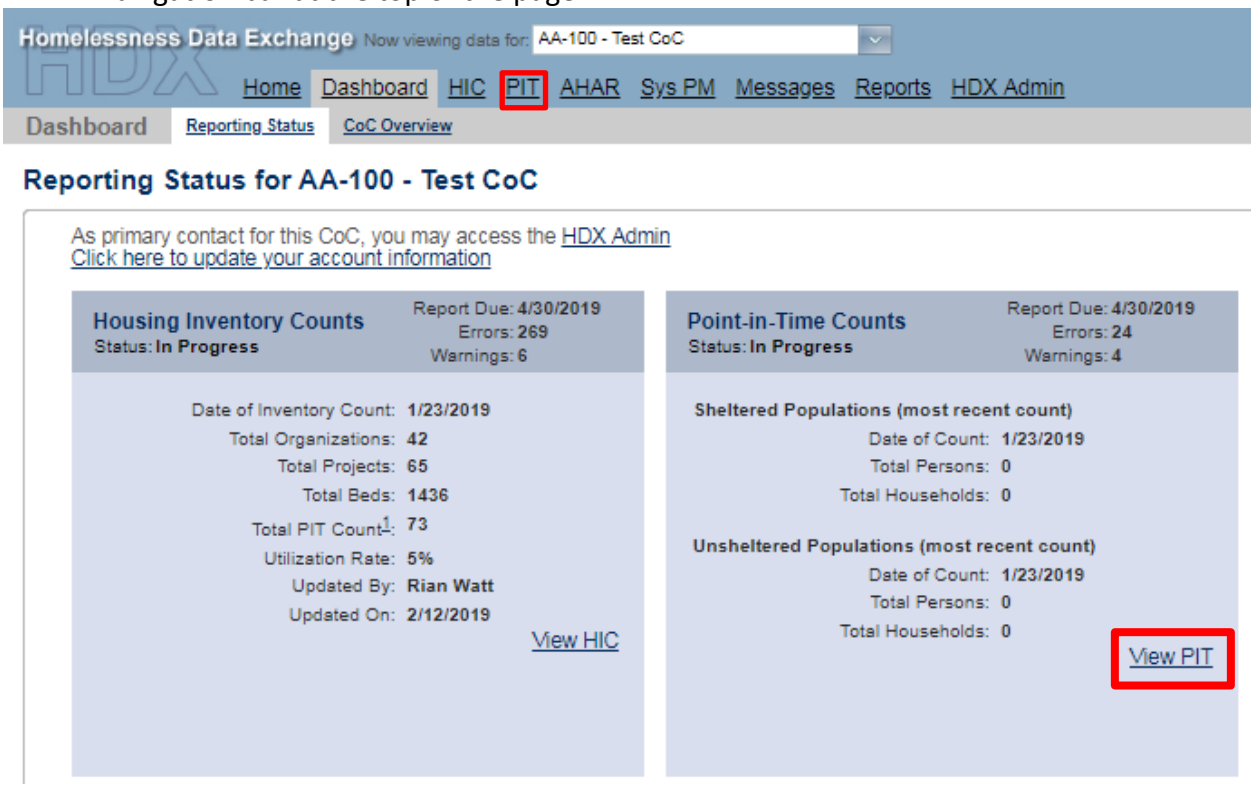
4.1 Changes to PIT Count Reporting Requirements

HUD made no changes to PIT count requirements in 2019. CoCs must continue to complete a PIT count that is based on actual counts or statistically reliable data. Please consult Notice CPD-18-080: 2019 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

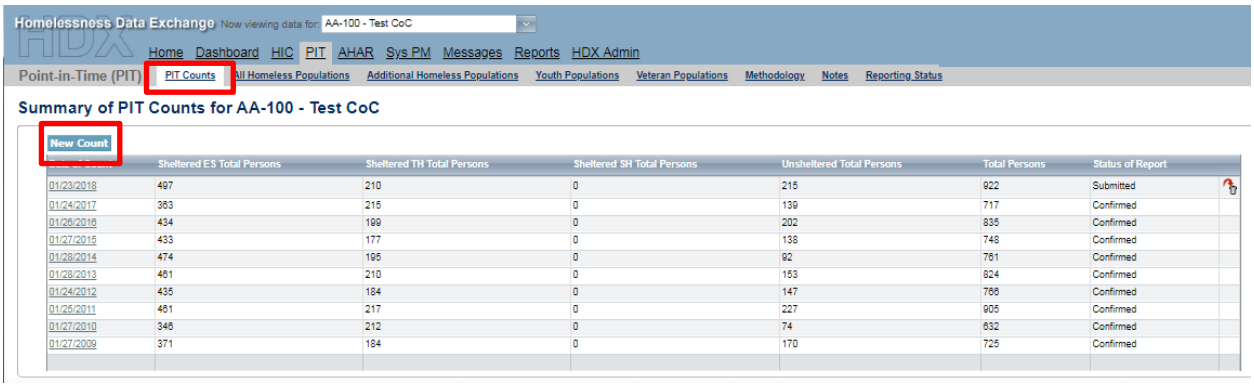
There are two ways to access the PIT count module to enter PIT count data.

- 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.



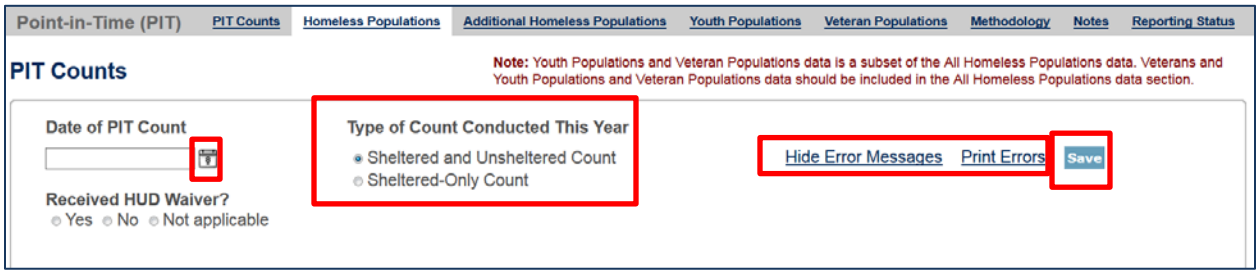
4.3 Begin a New Count

To enter 2019 PIT count data, click on the blue *New Count* button in the top left corner of the screen.



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 2019 PIT count.



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 2019: 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.

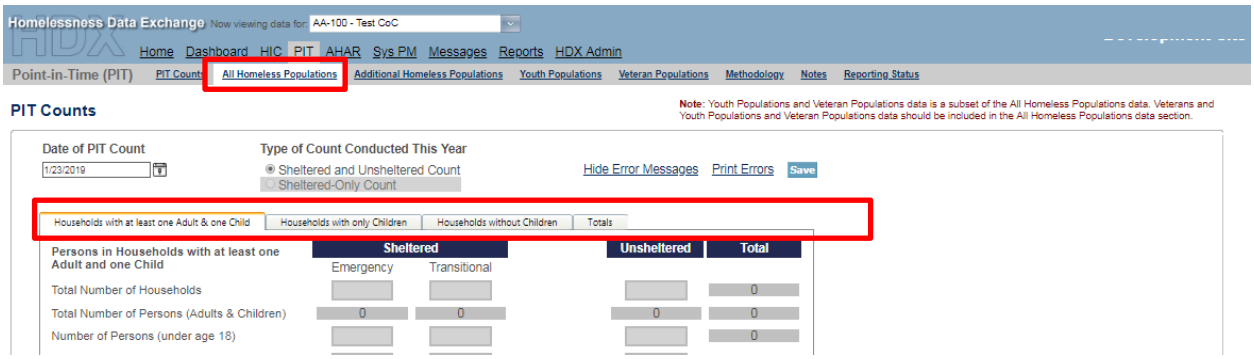
The PIT count module consists of five components:

- **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.



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.

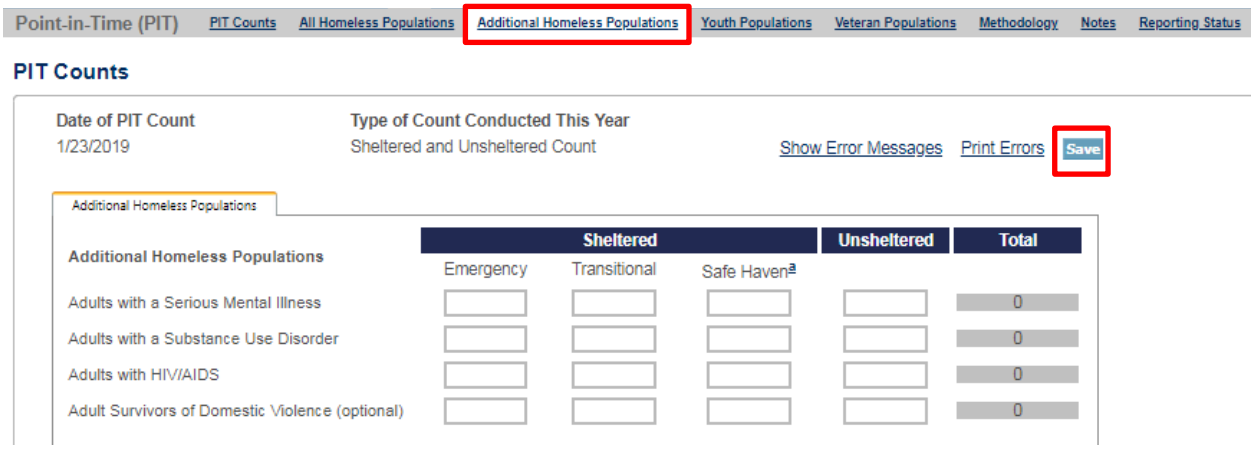
Make sure to click the blue "*Save"* button in either the top or bottom right corner of the screen to ensure that the data are saved in the HDX.

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)



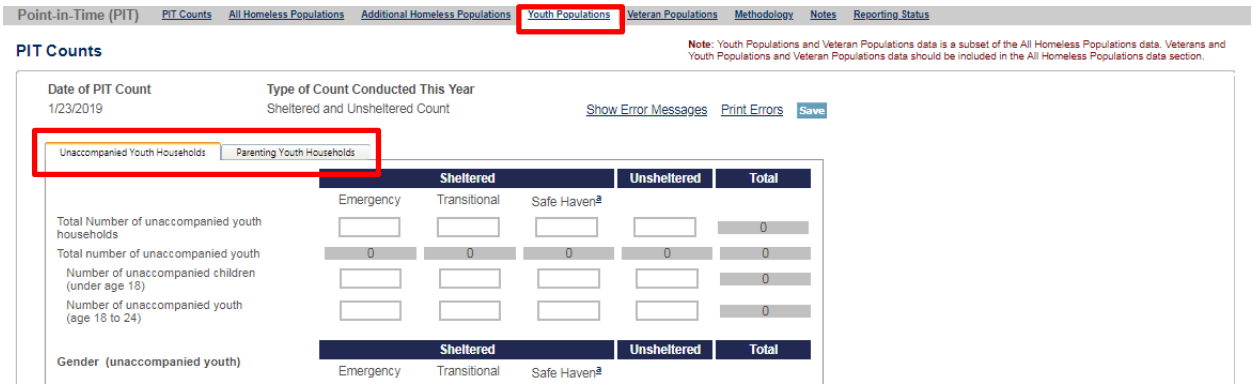
Only adults should be included in the counts for this table. Make sure to click the blue "*Save*" button in either the top or bottom right corner of the screen to ensure that the data are saved in HDX.

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.

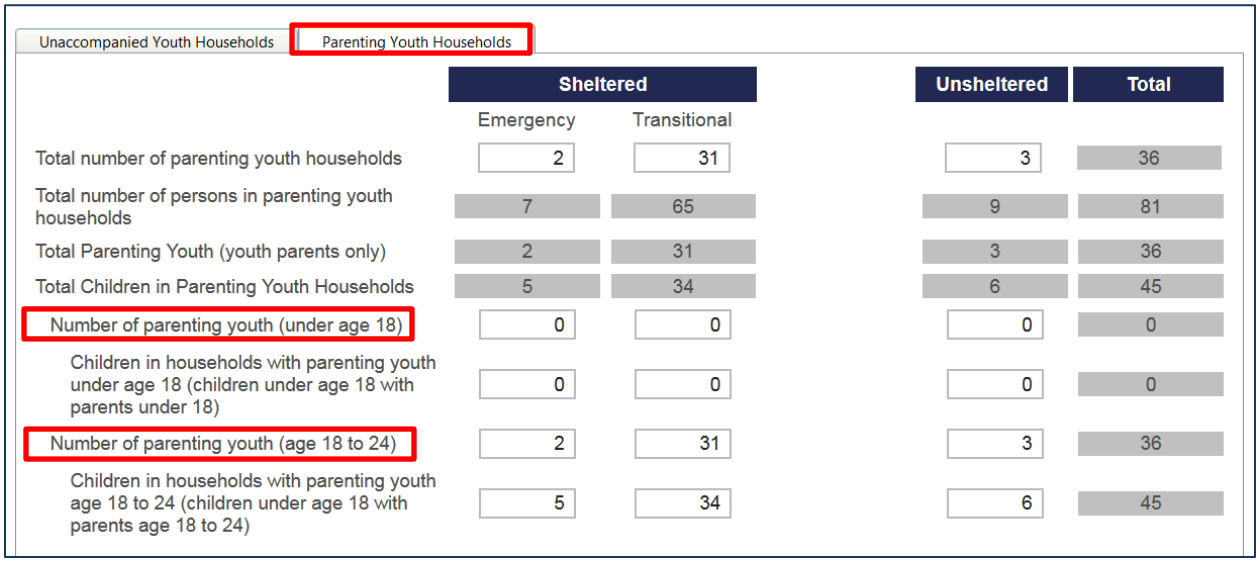
4.8 Entering Youth Population Data

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.



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 in entered in the Households with Children, Households without Children, and Households with Only Children tables. Please refer to Notice CPD-18-080: 2019 HIC and PIT Data Collection for CoC and ESG Programs (page 26) 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.

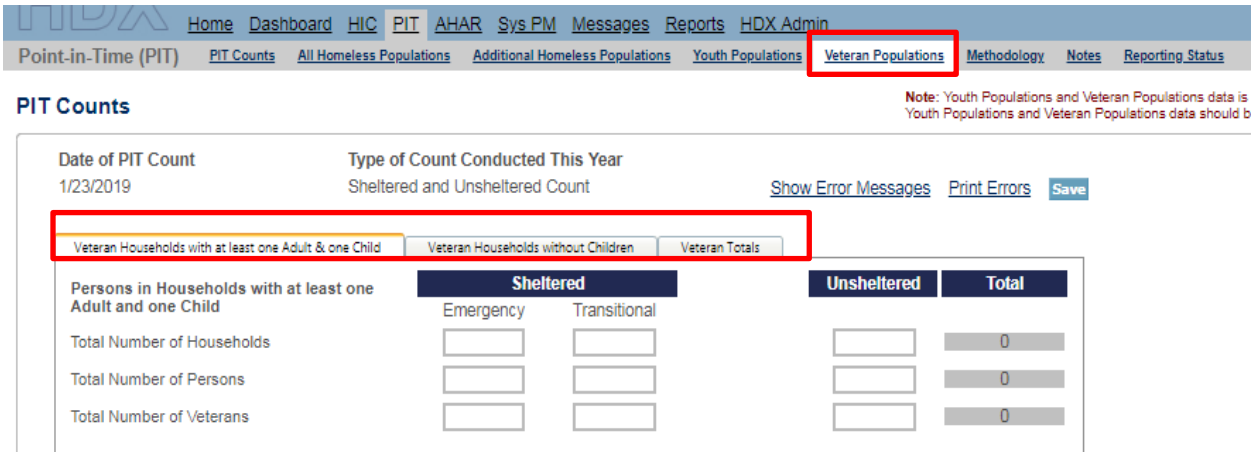
4.9 Entering Veteran Population Data

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.



4.10 Completing the PIT Count Methodology Tab

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

Accuracy of the data reported in the sheltered and unsheltered PIT count is vital. Data reported must be based on actual counts or statistically reliable estimation methods. 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 total number of people sleeping in emergency shelters, transitional housing, and Safe Havens.
Tab 2: Sheltered Subpopulations	Data sources and methodologies utilized by the CoC to collect demographic information 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 total number of people 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 demographic information 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

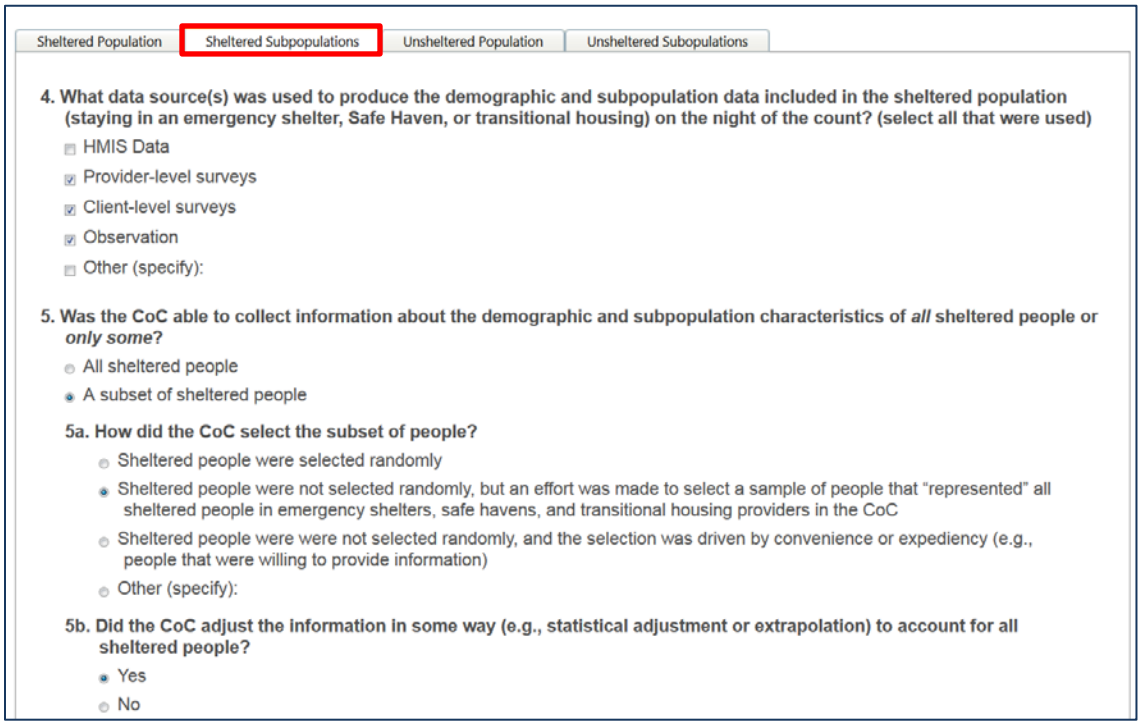
The sheltered PIT count assists communities and HUD in understanding the total number and characteristics of people staying in emergency shelter, Safe Havens, and transitional housing.

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.

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.

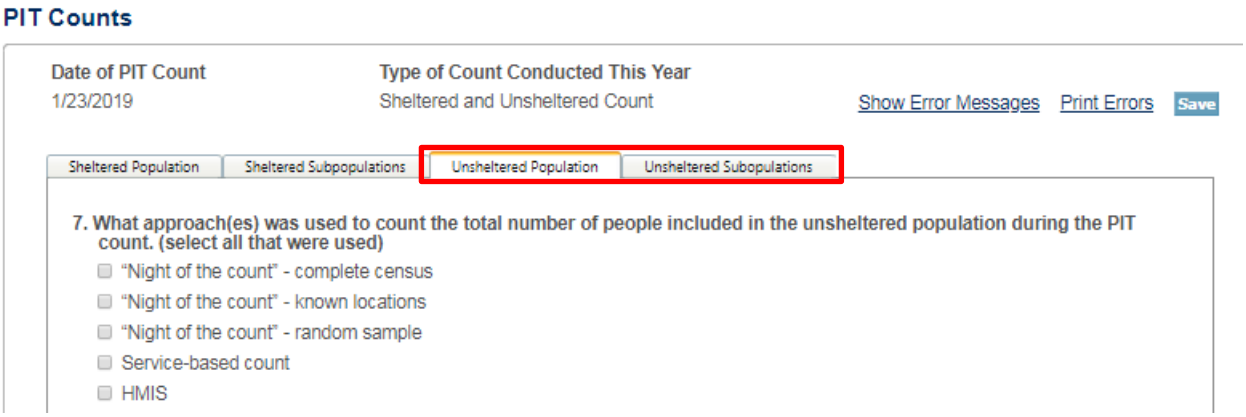


4.10.b Tab 3 and Tab 4: Unsheltered Population, Unsheltered Subpopulations

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.

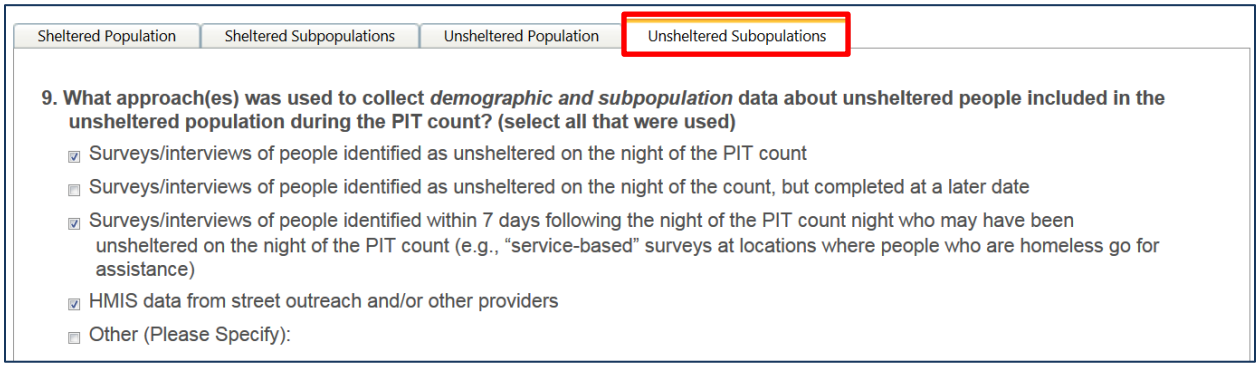
Unsheltered Population Questions

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.



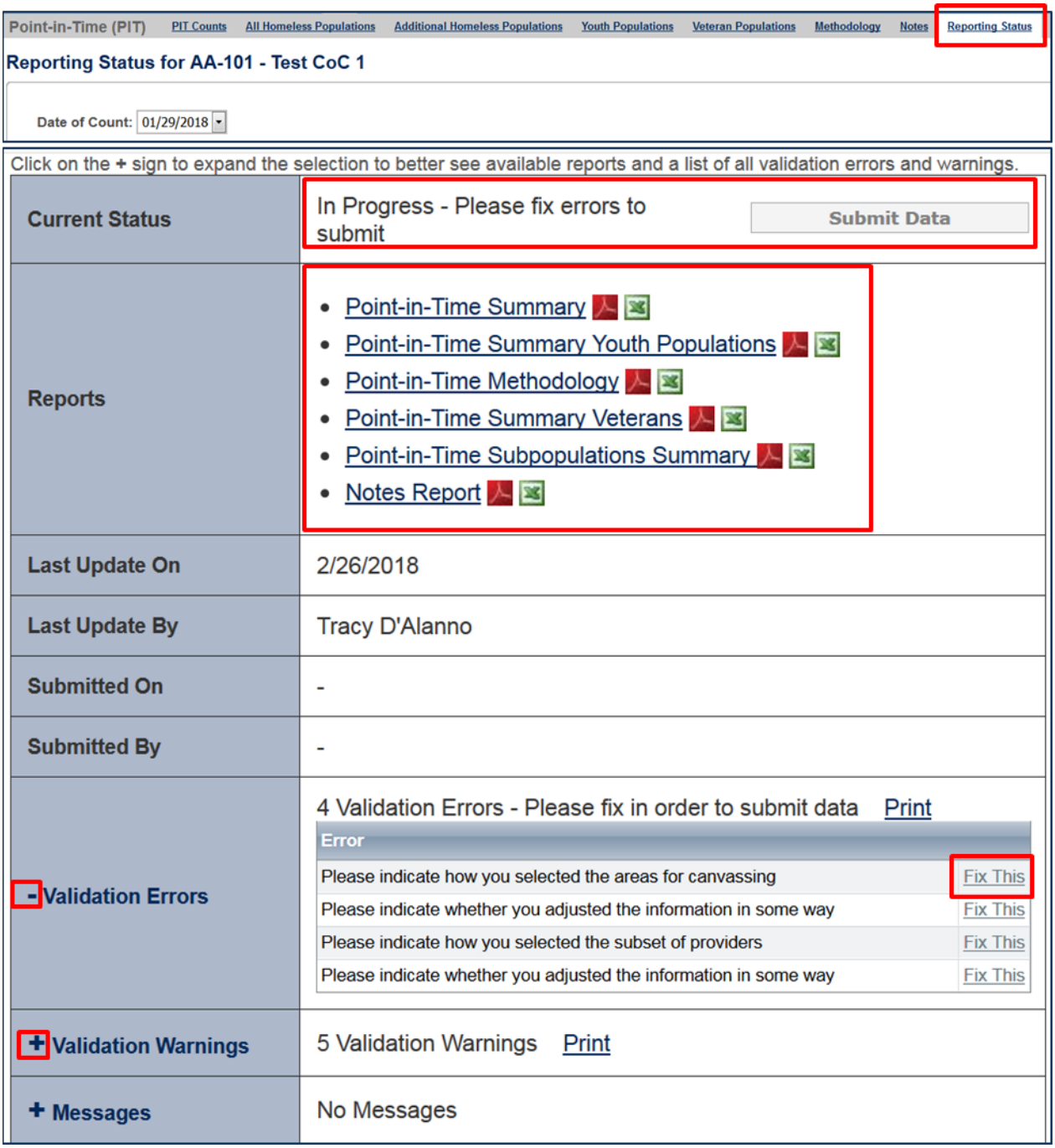
Unsheltered Subpopulations Questions

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.



4.11 PIT Reporting Status Overview

This example, from 2018, is still reflective of this page's functionality:



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

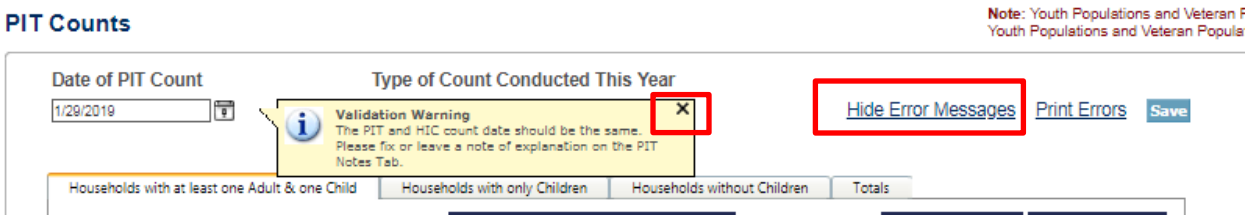
- Submit their CoC's 2019 PIT count data ***(Note: HIC data must be submitted separately, on the HIC Reporting Status page);***
- Access a PIT count summary report in PDF or Excel Format;
- See when and by whom the CoC's PIT count data was last updated;
- View prior year Reporting Status pages to see 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

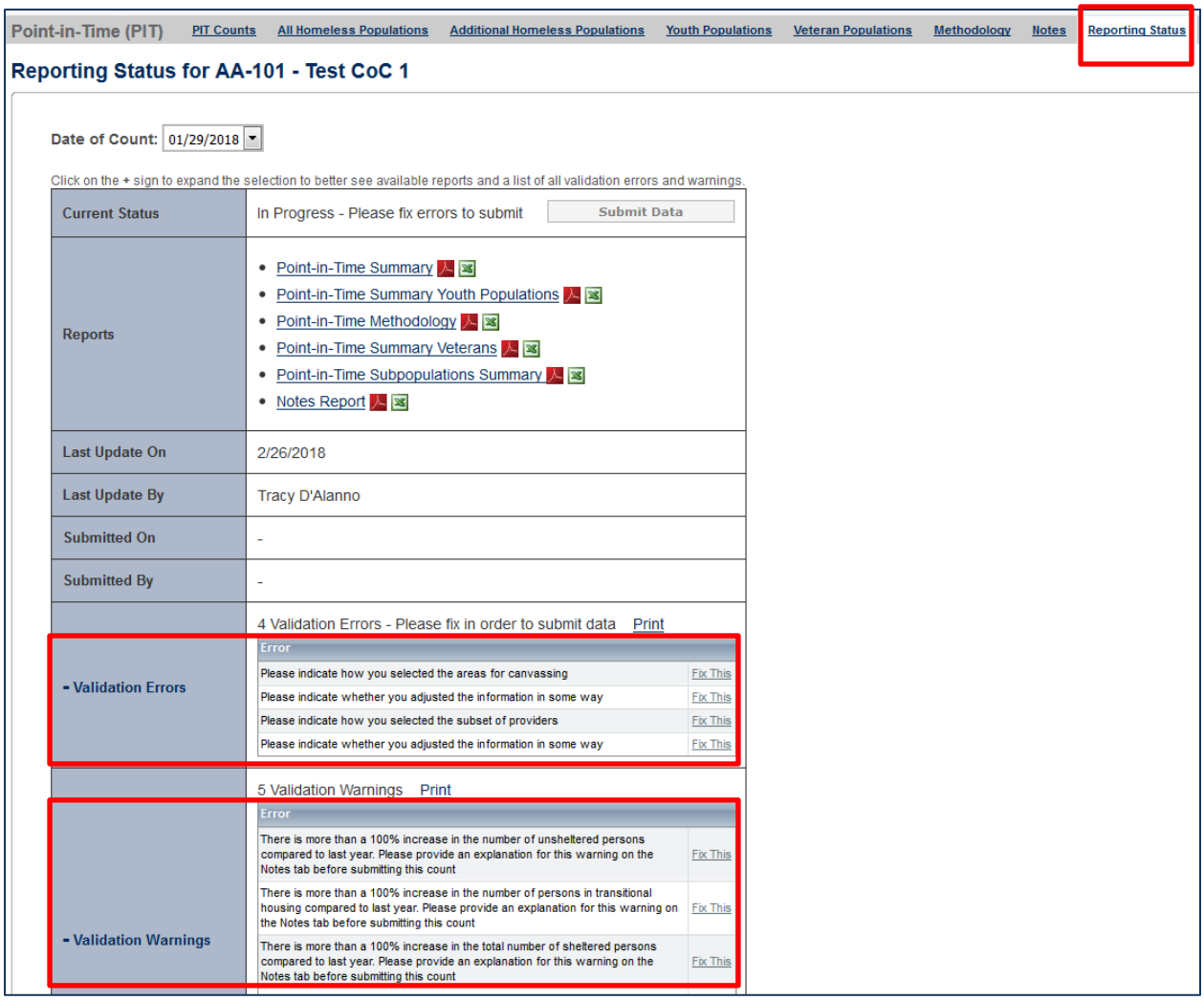
The HDX contains validation errors and validation warnings to assist CoCs in identifying and addressing any inconsistencies in their PIT count data.

- 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.

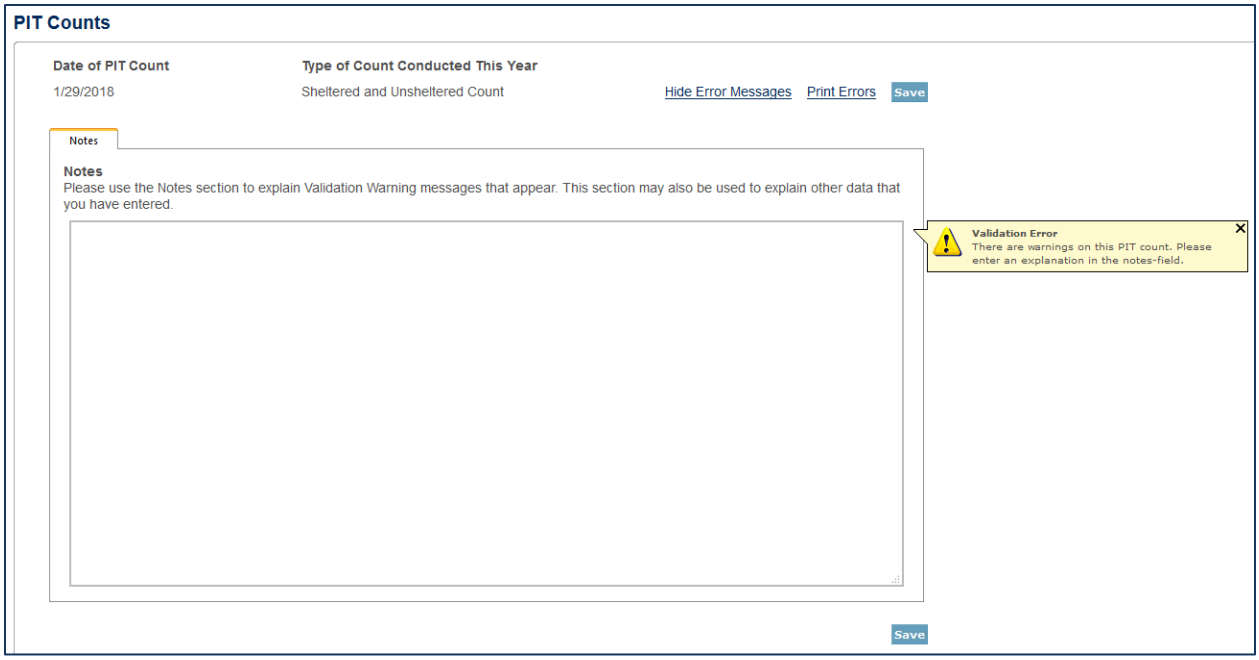


The validation errors and warnings can also be viewed on the Reporting Status tab. CoCs will not be able to submit their data until all validation errors are addressed. CoCs can submit data with validation warnings; however, an explanation about the warning must be provided in the *Notes* field (explained below). The images below, from 2018, are still reflective of these pages' functionality:



4.13 Entering Explanations/Additional Information on the Data

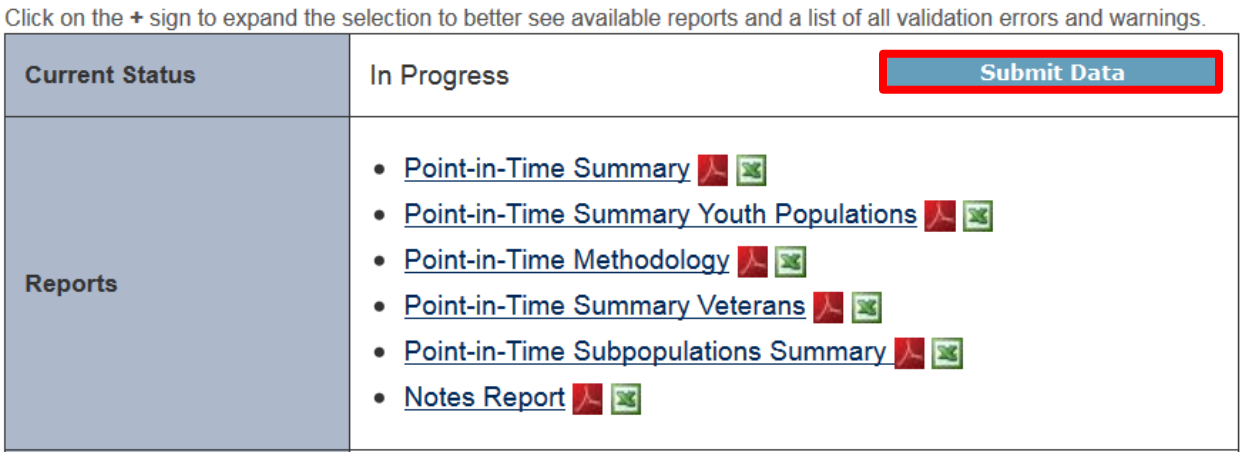
A Notes section has been added at the bottom of the page after each table. In addition, the seventh tab in the PIT count module includes a whole page for additional Notes. CoCs should enter any information that they think might be relevant to help HUD staff better understand the submitted data. This 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.



4.14 Submitting the PIT Count Data to HUD

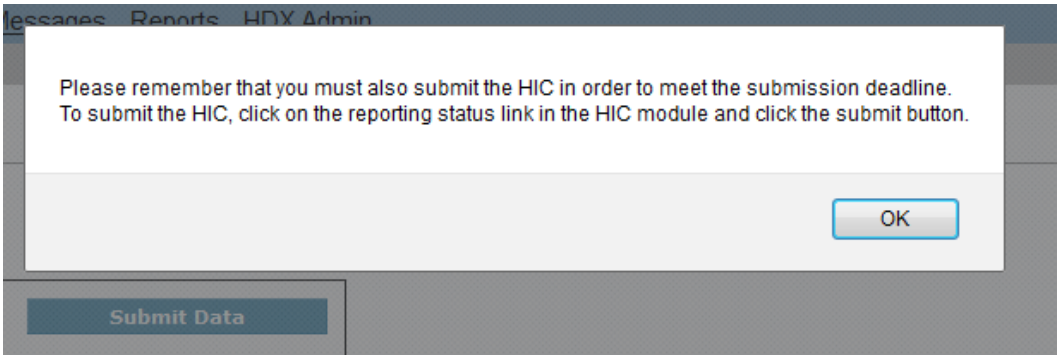
PIT count data **MUST** be submitted to HUD by 8:00 p.m. eastern time, **Tuesday, April 30, 2019**. To submit PIT count data, click on the Reporting Status tab on the gray toolbar within the PIT count Module.

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. 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.



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.