

**April
2021**
Version 1.0

2021 Housing Inventory Count and Point-in-Time Count of Homeless Persons:

Data Submission Guidance



CONTENTS

1. Purpose of this Guidance	5
2. The HUD Homelessness Data Exchange (HDX).....	6
2.1 Create an HDX Account	7
2.2 Update an HDX Account	7
2.3 The HDX Primary Contact/CoC Collaborative Applicant	9
2.4 Adding and Deleting CoC HDX Users.....	9
2.5 Assign Users' Access Levels for HDX Modules	11
3. Housing Inventory Count Submission Guidance	12
3.1 Changes & Clarifications to HIC Reporting Requirements	12
3.1.a Emergency Solutions Grant Coronavirus (ESG-CV) Projects in the HIC.....	12
3.1.b Counting Supportive Services for Veteran Families (SSVF) Emergency Housing Assistance (EHA) Inventory in the HIC.....	13
3.1.c Grant Per Diem (GPD) Projects with Clients in Hotel/Motel Beds	14
3.2 Navigating the HIC Module in HDX	15
3.2.a Organizations & Projects Overview	17
3.2.b Inventory List Overview	17
3.2.c Project Inventory Details Overview	18
3.2.d HIC Questions Overview	20
3.2.e Reporting Status Overview.....	20
3.2.f Import Data Overview	21
3.3 Creating and Submitting 2021 HIC Data	22
3.3.a Creating 2021 HIC Data	22
3.4 Organization and Project Information	26
3.4.a Adding a New Organization and Project to the HIC.....	26
3.4.b Adding a New Project to an Existing Organization	32
3.4.c Editing an Existing Organization	33
3.4.d Editing an Existing Project Record.....	34
3.5 Project Inventory Details	35
3.5.a Special Instructions for Emergency Shelter (ES) Projects	35

3.5.b Adding an Inventory Record for an Existing Project.....	38
3.5.c Editing an Existing Project Inventory Record.....	39
3.5.d Entering PIT Count Data in the HIC	39
3.6 HIC Questions	40
3.7 Addressing Validation Warnings and Errors	41
3.8 Reporting Status Page	42
3.9 Submitting HIC Data to HUD.....	43
4. Point-in-Time Count Data Submission Guidance.....	45
4.1 Changes & Clarifications to PIT Count Reporting Requirements.....	45
4.1.a Type of PIT Count.....	45
4.1.b Entering Partial Unsheltered PIT Count Data into HDX	47
4.1.c PIT Count Methodology.....	53
4.1.d Counting Clients Served by Supportive Services for Veteran Families (SSVF) Emergency Housing Assistance (EHA) in the Sheltered PIT Count	54
4.2 Accessing the PIT Count Module in HDX.....	54
4.3 Begin a New Count	55
4.4 PIT Count Date and Populations	55
4.5 Navigating the PIT Count Module.....	56
4.6 Entering Homeless Population Data	57
4.7 Entering Additional Homeless Population Data.....	58
4.8 Entering Youth Population Data	60
4.9 Entering Veteran Population Data	61
4.10 Completing the PIT Count Methodology Tab.....	63
4.10.a Tab 1 and Tab 2: Sheltered Population, Sheltered Subpopulations	63
4.10.b Tab 3 and Tab 4: Unsheltered Population, Unsheltered Subpopulations.....	65
4.11 PIT Reporting Status Overview	66
4.12 Addressing Validation Warnings and Errors.....	67
4.13 Entering Explanations/Additional Information on the Data.....	68
4.14 Submitting the PIT Count Data to HUD.....	69

The contents of this document, except when based on statutory or regulatory authority or law, do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

1. PURPOSE OF THIS GUIDANCE

This document provides information to Continuums of Care (CoCs) on how to successfully submit their 2020 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](#). For information on the unsheltered PIT count flexibilities allowed for the 2021 PIT count in the midst of the COVID-19 pandemic, please see [CPD Memo: Availability of Waivers for the Biennial Point-in-Time Count of Unsheltered Homelessness](#) and HUD's [Conducting the 2021 Unsheltered PIT Count guidance document](#).

All CoCs must submit their HIC and PIT count data through [HUD's Homelessness Data Exchange](#) (HDX 1.0). CoCs will be able to enter HIC and PIT count data beginning **Tuesday, April 13, 2021**, and CoCs must submit their 2021 HIC and PIT count data by **Friday, May 14, 2021, 8:00 p.m. Eastern Standard 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 2021 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](#), or if you encounter any malfunctions in the HDX 1.0 while entering your HIC and PIT count data, 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 will need to enter the new user’s name and email in order for the system to locate and add the user to the CoC.

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.

HUD.GOV
U.S. Department of Housing and Urban Development
Secretary Ben Carson

Homelessness Data Exchange
HDX Home Login [Create an Account](#)

Create an Account

(* required)

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

* Confirm Email:

* First Name:

* Last Name:

* Name of Organization:

* User Type:

Your CoC:

Address:

City:

* State:

Zip:

* Phone: ext:

Phone 2 (mobile, etc.): ext:

Fax:

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

* Password:

* Confirm Password:

Security Question:

* Security Answer:

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Submit

Homelessness Data Exchange Now viewing data for: CT-1113 - CoC for Test CoC

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

Dashboard [Reporting Status](#)

Reporting Status for CT-1113 - CoC for Test CoC

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

Housing Inventory Counts	Report Due: 4/30/2020	Point-in-Time Counts	Report Due: 4/30/2020
Status: No 2020 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 2019 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	

Account Details

First Name:

Last Name:

Organization:

Address:

City:

State:

Zip:

Email:

Phone:

Phone 2:

Fax:

Account Details Saved.

Change Password

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

Old Password:

New Password:

Confirm 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/>.

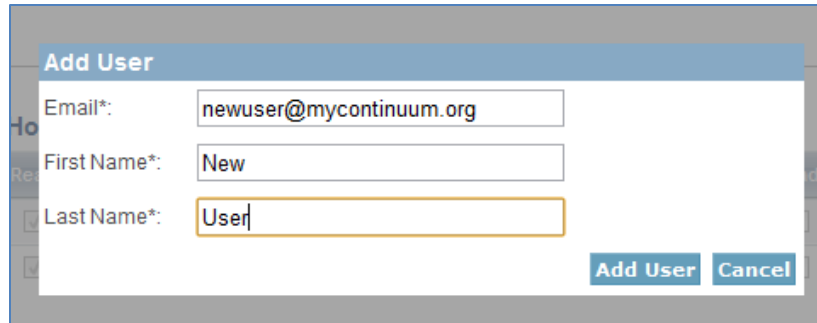
2.4 Adding and Deleting CoC HDX Users

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:

The screenshot shows the HDX Admin interface. At the top, there are tabs for Messages, Reports, and HDX Admin (which is highlighted with a red box). Below the tabs, there are four main sections: Housing Inventory, PIT Counts, AHAR, and Sys PM. Each section contains a table with columns for Read, Write, and Submit permissions. The tables are populated with checkboxes and radio buttons. On the right side of each table, there is a 'Remove' button. At the bottom right of the interface, there is a red box highlighting the 'Add User' button, with a 'save' button next to it.

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.



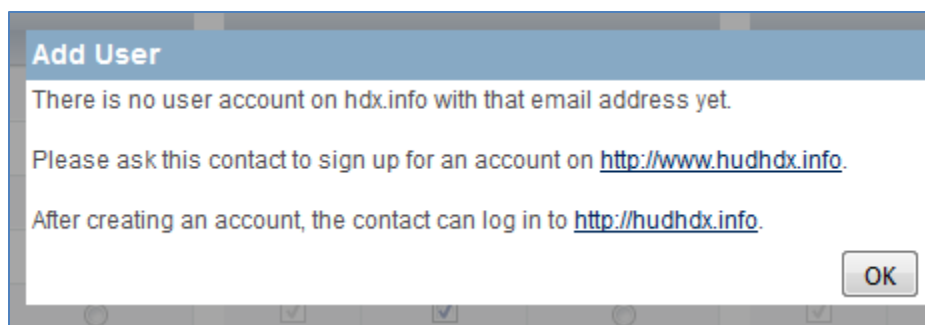
Add User

Email*:

First Name*:

Last Name*:

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



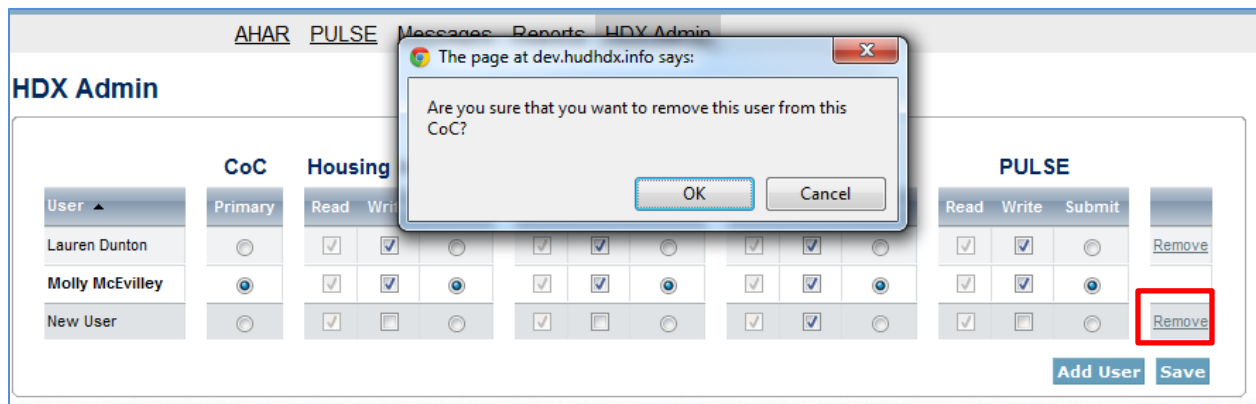
Add User

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

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

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

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



HDX Admin

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

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

Confirmation Dialog:

The page at dev.hudhdx.info says:

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

2.5 Assign Users' Access Levels for HDX Modules

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

The CoC HDX Primary Contact must individually assign or modify rights to each HDX module for each user by checking the box that corresponds to the appropriate level of access. The levels of access in the HDX are:

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

The screenshot shows the 'CoC Access' page in the HDX Admin interface. The page has a navigation bar at the top with links: Home, Dashboard, HIC, PIT, AHAR, Sys PM, Messages, Reports, and HDX Admin. Below the navigation bar, there are tabs: HDX Admin, CoC Access, Manage Users, Manage Liaisons, and CoCs. The main content area is titled 'CoC Access' and contains a table with the following structure:

User	CoC	Housing Inventory			PIT Counts			AHAR			Sys PM			Remove
	Primary	Read	Write	Submit	Read	Write	Submit	Read	Write	Submit	Read	Write	Submit	
	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	Remove
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	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	Remove

At the bottom right of the table, there are buttons for 'Add User' and 'Save'.

3. HOUSING INVENTORY COUNT SUBMISSION GUIDANCE

3.1 Changes & Clarifications to HIC Reporting Requirements

HUD's HIC reporting requirements are defined in [Notice CPD-18-080: 2019 HIC and PIT Data Collection for CoC and ESG Programs](#). This Notice, published in advance of the 2019 HIC and PIT count, did not change in advance of the 2021 HIC.

However, due to the COVID-19 pandemic and its impact on homeless systems and project inventories nationwide, HUD provides the following clarifications to support CoCs in reporting 2021 HIC data:

3.1.a Emergency Solutions Grant Coronavirus (ESG-CV) Projects in the HIC

Projects funded through HUD's ESG-CV program should be reported on the HIC consistent with HUD's HIC data collection and reporting requirements. A new McKinney-Vento funding source has been added to the HDX to account for ESG-CV ES and RRH projects. All projects funded with ESG-CV should select "yes" for the ESG-CV funding source then should select either the ESG-ES or ESG-RRH for each project:

McKinney-Vento

ESG-CV ES projects:

Emergency Solutions Grant Coronavirus (ESG-CV)

☒ Yes ☐ No

☒ ESG – Emergency Shelter

☐ ESG – Rapid Re-Housing

ESG-CV RRH projects:

Emergency Solutions Grant Coronavirus (ESG-CV)

☒ Yes ☐ No

☐ ESG – Emergency Shelter

☒ ESG – Rapid Re-Housing

Please note that, consistent with HUD's guidance on all projects reported in the HIC, ESG-CV Street Outreach and Homelessness Prevention projects should not be included on the HIC.

3.1.b Counting Supportive Services for Veteran Families (SSVF) Emergency Housing Assistance (EHA) Inventory in the HIC

HUD and VA have determined that EHA beds in use on the night of the HIC should be included in the HIC and listed as ES hotel/motel voucher beds. For guidance on how to account for these clients in the sheltered PIT count, please review Section [4.1.c Counting Clients Served by Supportive Services for Veteran Families \(SSVF\) Emergency Housing Assistance \(EHA\) in the Sheltered PIT Count](#).

Although EHA hotel/motel rooms are funded through SSVF's RRH project component type, ES and RRH bed inventories cannot be combined in a single HIC project record. Thus, CoCs will need to add a new ES project to the HIC to account for SSVF EHA inventory.

- **Project Type:** Emergency Shelter (ES)
- **Emergency Shelter Bed and Unit Availability:** Overflow Beds. EHA beds should be listed as overflow beds because they are not guaranteed to exist in set numbers year-round or on a seasonal basis. That is, the number of beds on the HIC for these projects will always be fully utilized and will generally equal the number of people served (unless there are people sharing beds). Further guidance on pulling the bed count from HMIS is provided below.
- **Year-Round Bed Inventory:** 0 year-round beds
- **Funding Source:** VA: Supportive Services for Veteran Families Program (SSVF). A validation warning will appear in the HDX when SSVF is selected as the funding source for a project with a project type of ES. Please add a note on the project record to confirm that the inventory listed is for "SSVF EHA."
- **HMIS Participation & HMIS Project ID:** These fields will depend on how the SSVF project already accounts for EHA resources in HMIS. CoCs and SSVF service providers may have already accounted for SSVF EHA in HMIS.
 - If the SSVF project logs EHA as "services" in the RRH component of the project in HMIS, then the EHA ES HIC inventory should be listed as non-HMIS-participating and the HMIS Project ID should be the ***same as the SSVF RRH project's HMIS Project ID with "-EHA" on the end.***
 - For example: If the SSVF RRH project's HMIS Project ID is 4, then HUD recommends that the CoC list "4-EHA" as the SSVF EHA project's HMIS Project ID in the HIC.
 - If the SSVF project reports EHA as an ES project in HMIS (which is allowed but not required), then the EHA ES HIC project should be listed as HMIS-participating. The HMIS Project ID in the HIC should then ***match the Project ID in HMIS.***

- **Project Inventory PIT Count:** Should reflect the total number of people served by EHA on the night of the count. Further guidance on pulling the number of people served from HMIS is provided below.

HMIS Guidance: How to Account for SSVF EHA Logged in HMIS as Services in RRH on the HIC

If an SSVF project accounts for EHA as a “service” transaction in the SSVF RRH project in HMIS (i.e., if it does not enroll people in a separate EHA ES project in HMIS), these instructions will help to pull information from HMIS about the number of veteran household members staying in SSVF EHA on the night of the PIT count:

- Include all veterans enrolled in VA-funded SSVF RRH projects in HMIS that have:
 - No Housing Move-in Date recorded as of the night of the count.

AND

- An existing EHA TFA Service recorded for the month in which the PIT count took place.

Using this information would indicate that these households were receiving EHA services on the night of the PIT count but were not yet housed in SSVF RRH-funded permanent housing. From this, if the CoC identifies the number of people served by EHA on the night of the count but does not have access to the exact number of beds available in each hotel room, the CoC can input the number of people served as the number of beds in the EHA project’s HIC inventory record (i.e., utilization can be 100%).

3.1.c Grant Per Diem (GPD) Projects with Clients in Hotel/Motel Beds

In response to the COVID-19 pandemic, VA-funded GPD projects were able to support clients in staying in hotel/motel beds when health precautions either required households to quarantine or required regular projects to decompress their site-based bed and unit availability. Because of the nature of these beds (i.e., as quarantine or decompression beds), the hotel/motel beds provided by VA-funded GPD projects **should** be counted as part of the GPD project and **should not** be counted as their own ES project. Clients staying in GPD-funded hotel/motel beds on the night of count should be counted in each GPD project inventory’s PIT field on the HIC.

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 2021 HIC Data](#).

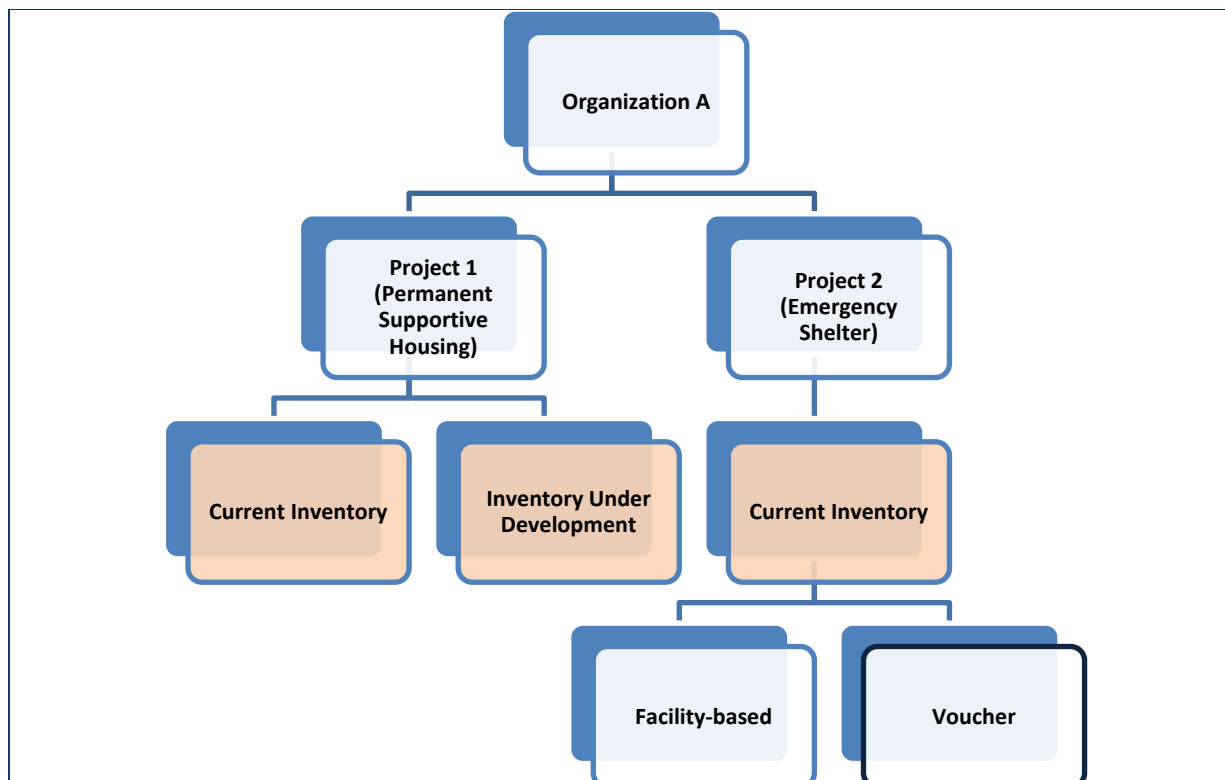
HIC data in the HDX is made up of three basic components:

- **Organization records** – Organizations have three characteristics: the organization name, the HMIS Organization ID, and Victim Service Provider status. 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 those beds included in the project inventory record. Project inventory records within a single project record must all be of the same project type (e.g., a single project record could have multiple ES project inventory records, but it could not have one ES inventory record and one RRH inventory record—those would require separate project records.).

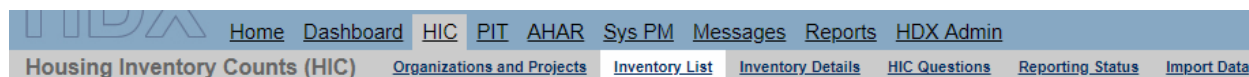
A project will have more than one inventory record if it has more than one Inventory Type (current inventory or inventory under development) or Bed Type (facility-based, voucher-based, other type).¹ To illustrate this idea, the chart below shows Organization A's inventory. Each orange box represents a distinct inventory record:

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

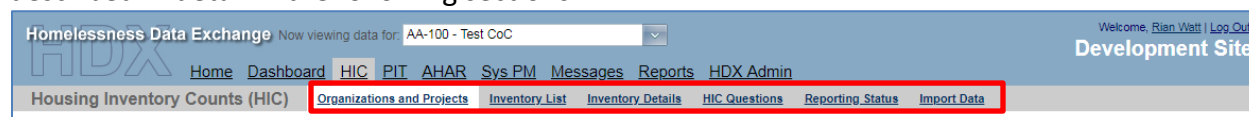
¹ The most common reason a project will have multiple inventory records on the HIC is if it contains inventory with different values for the Inventory Type or the Emergency Shelter Bed Type, as illustrated in the chart. However, there are also two less common reasons: (1) If a single project has multiple 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.



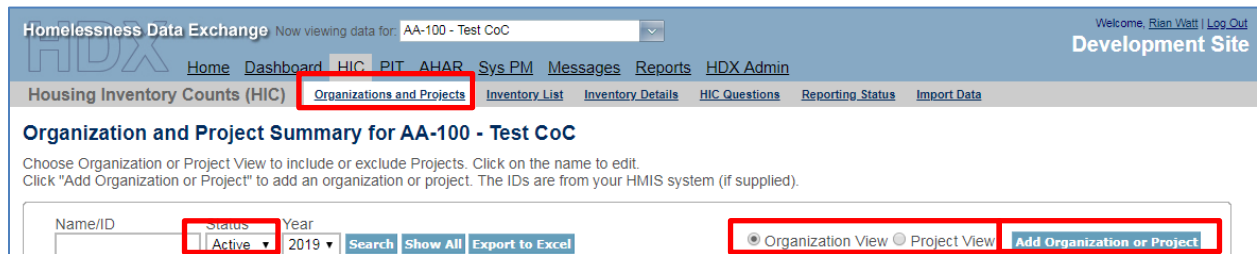
The HIC module is organized by six topics that are designed to help CoCs enter organization, project, and project inventory data accurately. Each topic is listed on a separate tab, shown below.



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



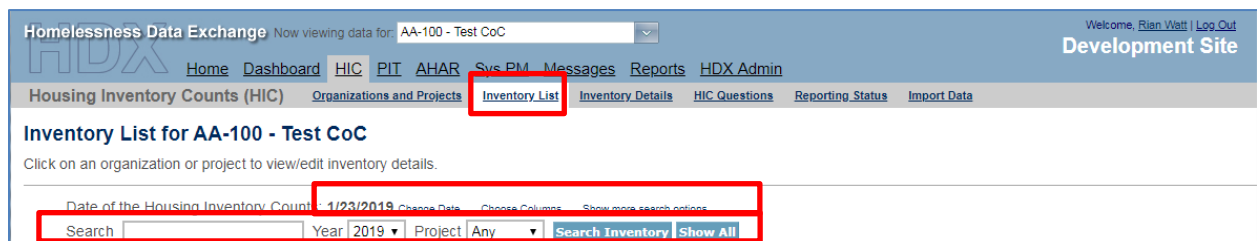
Actions available from the Organizations and Projects tab:

- 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 2021 HIC;
- Review a complete list of the CoC's housing inventory for 2021 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 current-year 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.

3.2.d HIC Questions Overview

Homelessness Data Exchange Now viewing data for: CT-1113 - CoC for Test CoC

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

HIC Questions for CT-1113 - CoC for Test CoC

Year: 2020 Date of the Housing Inventory Counts: 1/22/2020 [Change](#) [Save](#)

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

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

Reporting Status for CT-1113 - CoC for Test CoC

Year: 2020

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	1/22/2020 Change	
+ Reports	12	
Last Update On	2/21/2020	
Last Update By	Test CoC	
Submitted On	-	
Submitted By	-	
+ Validation Errors	13 Validation Errors - Please fix in order to submit data	Print Re-validate
+ Validation Warnings	0 Validation Warnings	
+ Messages	No Messages	

Actions available from the Reporting Status tab:

- Validate and submit 2021 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 2021 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 2021 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 2021 HIC.

Duplicate Previous Year Data

Homelessness Data Exchange Now viewing data for: AA-100 - Test CoC

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Development Site

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**

Import Data to AA-100 - Test CoC

Duplicate Previous Year Upload CSV Files

Click the button "Copy Previous Year" to copy data from your last complete HIC (Inventory Count Date 1/23/2018) to the next year (2019).

Date of the Housing Inventory Counts 1/23/2019 **Copy Previous Year**

Import Data from HMIS

Homelessness Data Exchange Now viewing data for: AA-100 - Test CoC

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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**

Import Data to AA-100 - Test CoC

Duplicate Previous Year **Upload CSV Files**

Date of the Housing Inventory Counts:

Organization File	<input type="button" value="Choose File"/>	No file chosen
Project File:	<input type="button" value="Choose File"/>	No file chosen
Inventory File:	<input type="button" value="Choose File"/>	No file chosen
Geography File:	<input type="button" value="Choose File"/>	No file chosen
Funder File:	<input type="button" value="Choose File"/>	No file chosen

*Uploaded CSV files must align with the current HMIS CSV Format Specifications, available in the [HMIS Data Exchange Resources](#)

3.3 Creating and Submitting 2021 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 2021 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 2020* link in the Housing Inventory Counts box. This link leads to the Import Data tab.

Home **Dashboard** HIC PIT AHAR Sys PM Messages Reports HDX Admin

Dashboard Reporting Status CoC Overview

Reporting Status for AK-501 - Alaska Balance of State CoC

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

Housing Inventory Counts
 Report Due: 6/30/2021
 Status: **No 2021 Data**
 Errors: -
 Warnings: -

Date of Inventory Count: -
 Total Organizations: **0**
 Total Projects: **0**
 Total Beds: -
 Total PIT Count¹: -
 Utilization Rate: -
 Updated By: -
 Updated On: -
[Copy data from 2020](#)
[View HIC](#)

Point-in-Time Counts
 Report Due: 6/30/2021
 Status: -
 Errors: -
 Warnings: -

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 2021 HIC and click the *Copy Previous Year* button.

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**

Import Data to AK-501 - Alaska Balance of State CoC

Duplicate Previous Year

Upload CSV Files

Click the button "Copy Previous Year" to copy data from your last complete HIC (Inventory Count Date 1/28/2020) to the next year (2021).

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:

Home Dashboard **HIC** PIT AHAR Sys PM Messages Reports HDXAdmin

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

Import Data to AK-501 - Alaska Balance of State CoC

[Duplicate Previous Year](#) [Upload CSV Files](#)

Copied 73 inventory records from 2020 to 2021.

Please carefully review each record for accuracy and update the data as necessary.

To assist you in updating your data, the following modifications were made to the 2021 data after copying over from 2020:

- The Inventory Type for records previously marked as Under Development has been nullified. Please update these records to reflect their Inventory Type for the 2021 HIC.
- Please add ESG-CV funded inventory records as they didn't exist last HIC submission
- Please make sure to account for any VA-funded SSVF EHA sheltered veterans included in the PIT count in a separate inventory record with an exact match of numbers of beds to numbers of veterans and family members (and numbers of units to numbers of households) sheltered in hotels/motels by EHA funds in January.

[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. 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 several fields in the HIC that will not copy over from last year:

- **Inventory Type:** You will need to review and enter an Inventory Type for any records that were previously marked as “Under Development.” If they opened since the prior HIC, mark them as “Current,” otherwise, mark them as still “Under Development.”
- **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.
- **Victim Service Provider status:** HUD has determined that Victim Service Provider (VSP) status can no longer be set at the project level. Effective in 2020, VSP is an organization-level designation. The new field is null for all records. You will need to update all records to reflect the accurate designation as a VSP, consistent with the Organization’s designation in your HMIS.

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.

HMIS Data Exchange Resources'."/>

Homelessness Data Exchange Now viewing data for: AA-100 - Test CoC

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Development Site

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**

Import Data to AA-100 - Test CoC

Duplicate Previous Year **Upload CSV Files**

Date of the Housing Inventory Counts:

Organization File Choose File No file chosen

Project File: Choose File No file chosen

Inventory File: Choose File No file chosen

ProjectCoC File: Choose File No file chosen

Funder File: Choose File No file chosen

Upload

*Uploaded CSV files must align with the current HMIS CSV Format Specifications, available in the [HMIS Data Exchange Resources](#)

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 [FY2020 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
- ProjectCoC.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 correct the default response.

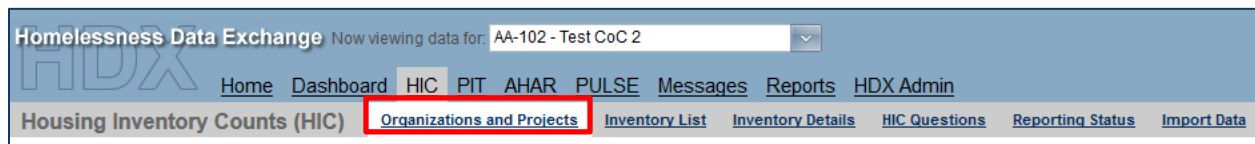
The HIC requires a PIT Count for each HIC inventory record, but the HMIS CSV files only report a project-level PIT Count. Therefore, if you have any projects with multiple HIC inventory records you will need to manually apportion that project-level PIT Count to the appropriate inventory records. For 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.

Homelessness Data Exchange Now viewing data for: AA-100 - Test CoC

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Development Site

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-100 - Test CoC

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 ☒ Organization View ☐ Project View **Add Organization or Project**

ID	Organization Name	Year	Status	Total Projects	Total Beds
----	-------------------	------	--------	----------------	------------

Add Organization or Project

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

HMIS Org. ID

Organization Name **new**

Victim Service Provider? ☒ Yes ☐ No

HMIS Project ID

Project Name **new**

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. HUD does not require the Organization Name listed in the HIC to match the CoC Grant Inventory Worksheet (GIW).

Victim Service Provider?

If the Organization is a Victim Service Provider organization, consistent with [HUD's guidance](#), select "Yes." We do not expect that any projects within a Victim Service Provider organization will be marked as HMIS participating. Note that an organization can select "No" and still have projects that have domestic violence victims as the target population.

Project Name

Enter the project name.

Click Create.

Status	<input checked="" type="radio"/> Active <input type="radio"/> Closed
Project Type	PH: Permanent Housing ▼
Sub-Type	RRH: Rapid Re-housing ▼
Geo Code	029150 (Kodiak Island Borough)
HMIS Participating	<input checked="" type="radio"/> Yes <input type="radio"/> No
Target Population	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 type="radio"/> Yes <input checked="" type="radio"/> No
Emergency Solutions Grant Coronavirus (ESG-CV)	<input type="radio"/> Yes <input checked="" type="radio"/> No
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.hud.gov/sites/dfiles/CPD/documents/FY-2021-GeoCodes-with-PPRN_Final.pdf.

HMIS Participating

Indicate whether the project is HMIS participating by selecting “yes” or “no.”

Target Population

Select the target population 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.”

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	
Emergency Solutions Grant Coronavirus (ESG-CV)	<input type="radio"/> Yes <input checked="" type="radio"/> No
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

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 Solutions Grant Program \(ESG\)](#), the [Emergency Solutions Grant Coronavirus Program \(ESG-CV\)](#) and the [Continuum of Care Program \(CoC\)](#) include 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.

Additional Federal Funding		None
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 checked="" type="checkbox"/> VA: Grant and Per Diem Program (GPD) – Bridge Housing		
<input 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	
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: 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.

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

Site Address

Address Line 1

Address Line 2

City

State/Zip

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

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 other than the ZIP code.

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.

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

Enter HMIS organization ID

Organization

Sample Organization

Victim Service Provider?

☐ Yes
☒ No

HMIS Project ID

Enter HMIS Project ID

Project

Add new project

Project Inventory

2020

Add Inventory

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

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

This will bring up a form requesting the project's basic characteristics 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.

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.

HMI 8 Organization ID
123456
Organization
Sample Organization
Victim Service Provider?
☐ Yes ☒ No
HMI 8 Project ID
1234567
Project
Sample Project 2

Project Inventory
2020
Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
131432	2020				

Project Characteristics for 2020
Project Type
ES: Emergency Shelter
Geo Code
020078 (ANCHORAGE)
HMIS Participating
☐ Yes ☒ No
Target Population
DV: Domestic violence victims

Note: CoCs should only select S+C, SRD, 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) ☐ Yes ☒ No
Continuum of Care Program (CoC) ☐ Yes ☒ No
Shelter Plus Care program (S+C) ☐ Yes ☒ No
Section 8 Moderate Rehabilitation Single-Room Occupancy program (SRD), including grants formerly funded under McKinney-Vento but renewed under Section 8 ☐ Yes ☒ No
Supportive Housing Program (SHP) ☐ Yes ☒ No

Note:
If there are multiple additional federal funding

Row # 131432 - Sample Organization - Sample Project 2 - 2020
Hide Errors Print Errors

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	Beds	Units	Beds	Units
20	7	8		0	

Seasonal Beds

Beds	Start Date	End Date
0		

Overflow Beds

Beds
0

Notes

Point-in-Time Homeless Count of People in These Beds (No Date): Set Date 28

Assign inventory to different project Save

3.4.c Editing an Existing Organization

The characteristics at the organization level that can be changed on the organization page are its name, HMIS ID, and Victim Service Provider Status. To change one of these characteristics, 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-100 - Test CoC						
Choose Organization or Project View to include or exclude Projects. Click on the name to edit. Click "Add Organization or Project" to add an organization or project. The IDs are from your HMIS system (if supplied).						
Name/ID	Status	Year				
	Active	2019	Search	Show All	Export to Excel	
				<input checked="" type="radio"/> Organization View <input type="radio"/> Project View		Add Organization or Project
ID	Organization Name	Year	Status	Total Projects	Total Beds	
	Advocates for Victims of Violence (AVV)	2019	Active	1	7	
123124	Assist Women in Abuse and Rape Emergencies (AWARE)	2019	Active	2	55	
	Alaska Family Services (AFS)	2019	Active	1	32	

This will bring up the Edit Organization page:

Edit Organization "Sample Organization"
Update the name of this organization and click SAVE.

HMIS Org. ID

123456

Organization Name

Sample Organization

Victim Service Provider?

☐ Yes ☒ No

Save

Clicking *Save* updates the organization characteristics 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.

Organization and Project Summary for AA-100 - Test CoC
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

Active

2019

Search

Show All

Export to Excel

☐ Organization View ☒ Project View

Add Organization or Project

ID	Organization Name	ID	Project Name	Project Type	Geo Code	Target Pop. A	Target Pop. B	McKinney-Vento	Address	City	State	Zip	Year	Status	Total Beds
	Advocates for Victims of Violence (AVV)		DV Shelter	ES	029261	SFHC	DV	No					2019	Active	7
123124	Aiding Women in Abuse and Rape Emergencies (AWARE)	124124	DV Shelter	ES	029110	SMF+HC	DV	Yes				60091	2019	Active	32
123124	Aiding Women in Abuse and Rape Emergencies (AWARE)		Kassel Supportive Transitional Housing	TH	029110	SMF+HC	DV	No					2019	Active	23
	Alaska Family Services (AFS)		DV Shelter	ES	029170	SFHC	DV	No					2019	Active	32

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

Edit Project "Sample Project 2"

Update the details of this project and click SAVE.

HMIS Org. ID	<input style="width: 80%;" type="text" value="123456"/>
Organization Name	<input style="width: 80%;" type="text" value="Sample Organization"/>
Victim Service Provider?	<input type="radio"/> Yes <input checked="" type="radio"/> No
HMIS Project ID	<input style="width: 80%;" type="text" value="1234567"/>
Project Name	<input style="width: 80%;" type="text" value="Sample Project 2"/>
	<input type="button" value="Create"/>
Hide Error Messages	
Status	<input checked="" type="radio"/> Active <input type="radio"/> Closed
Project Type	<input style="width: 80%;" type="text" value="ES: Emergency Shelter"/>
Geo Code	<input style="width: 80%;" type="text" value="020078"/> (ANCHORAGE)
HMIS Participating	<input type="radio"/> Yes <input checked="" type="radio"/> No
Target Population	<input style="width: 80%;" type="text" value="DV: Domestic violence victims"/>

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):

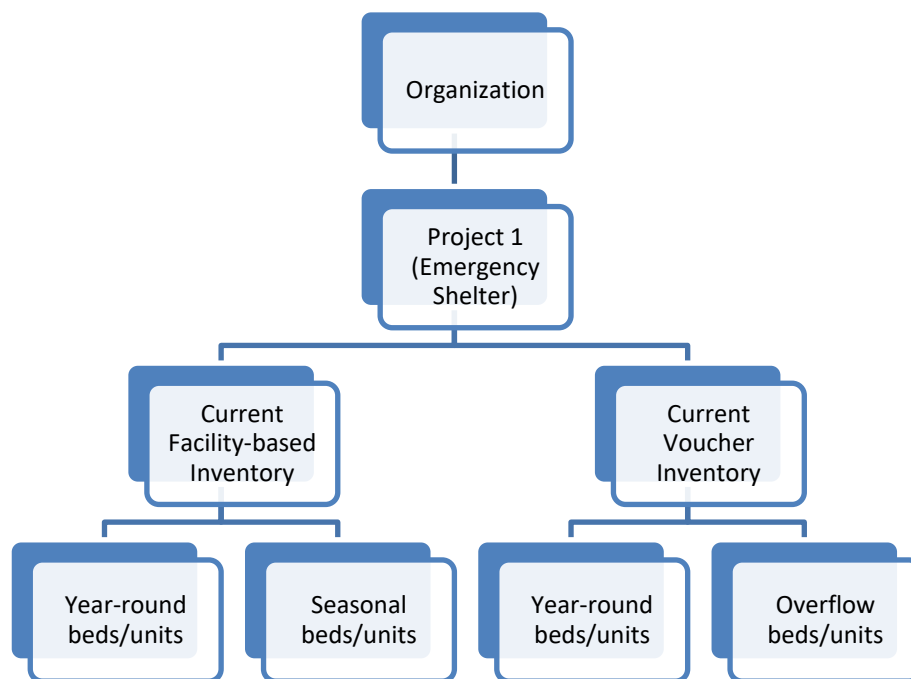
- A. **Facility-based:** Beds (including cots or mats) located in a residential homeless assistance facility dedicated for use by persons who are homeless.

- 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

2020

Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
131413	2020	C	35	35	100%

Row # 131413 - Sample Organization - Sample Project - 2020

[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

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

... with Children

Beds

Units

0

0

Veterans Beds

Youth Beds

0

0

... without Children

Beds

35

Veterans Beds

Youth Beds

01

0

... with only Children < 18

Beds

0

Notes

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

35

[Set Date](#)

[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.

Inventory List for AA-100 - Test CoC

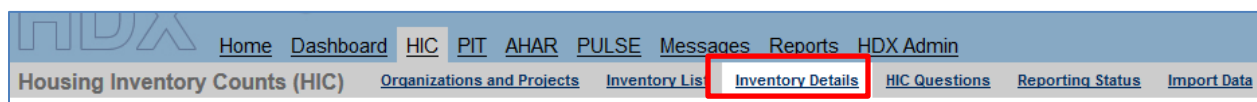
Click on an organization or project to view/edit inventory details.

Date of the Housing Inventory Counts: 1/23/2019 [Change Date](#) [Choose Columns](#) [Show more search options](#)

Search Year Project [Search Inventory](#) [Show All](#)

Row #	Year	Proj. Type	Organization Name ▲	Project Name	Geo Code	Inventory Type	Bed Type	Target Pop.	Beds HH w/ Children	Units HH w/ Children	Beds HH w/o Children	Beds HH w/ only Children	Veteran Beds HH w/ Children	Youth Beds HH w/ Children
351931	2019	ES	Advocates for Victims of Violence (AVV)	DV Shelter	029281	C	Facility-based beds	DV	0	0	7	0	0	0
351885	2019	ES	Aiding Women in Abuse and Rape Emergencies (AWARE)	DV Shelter	029110	C	Facility-based beds	DV	17	1	15	0	0	0

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.

HMIS Organization ID
123456

Organization
Sample Organization

Victim Service Provider?
☐ Yes ☒ No

HMIS Project ID
123456

Project
Sample Project [Add new project](#)

Project Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
131413	2020	C	35	35	100%

Project Characteristics for 2020

Project Type
ES: Emergency Shelter

Geo Code
029150 (Kodiak Island Borou)

HMIS Participating
☒ Yes ☐ No

Target Population
NA: Not Applicable

Row # 131413 - Sample Organization - Sample Project - 2020

[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	Beds	Units	Beds	Units
0	0	35		0	

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.

Project Characteristics for 2021

Project Type

ES: Emergency Shelter

Geo Code

120234 (Boca Raton)

HMIS Participating

☒ Yes ☐ No

Target Population

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)

☒ Yes ☐ No

☒ ESG – Emergency Shelter
☐ ESG – Rapid Re-Housing

Emergency Solutions Grant Coronavirus (ESG-CV)

☐ Yes ☒ No

Continuum of Care Program (CoC)

☐ Yes ☒ No

Shelter Plus Care program (S+C)

☐ Yes ☒ No

Section 8 Moderate Rehabilitation Single-Room Occupancy program (SRO), including grants formerly funded under McKinney-Vento but renewed under Section 8

☐ Yes ☒ No

Supportive Housing Program (SHP)

☐ Yes ☒ No

Row # 476088 - Sample Organization - Sample Project - 2021

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
<div>Beds</div> <div>0</div>	<div>Units</div> <div>0</div>	<div>Beds</div> <div>35</div>
<div>Veterans Beds</div> <div>0</div>	<div>Youth Beds</div> <div>0</div>	<div>Beds</div> <div>0</div>

Seasonal Beds

Beds	Start Date	End Date
0		

Overflow Beds

Beds
0

Notes

Point-in-Time Homeless Count of People in These Beds as of 4/15/2021

Change Date

35

Assign inventory to different project

Save

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)?”

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

HIC Questions for AA-100 - Test CoC

Year: 2019 Date of the Housing Inventory Counts: 1/23/2019 [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 will 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.

To [Hide Errors](#), click on the [Hide Errors Messages](#) link on the Edit Project page (shown below).

Edit Project "Permanent Housing at the Drive In Theater"

Update the details of this project and click SAVE.

Organization Name:

Project Name:

[Create](#)

Status: ☒ Active ☐ Closed

Project Type:

Sub-Type:

[Hide Error Messages](#)

Validation Error
Please select a program sub-type

Another way to hide errors and to [Print Errors](#) is click on the links located on the Project Inventory page in the top left-hand box of the unit and bed inventory section (shown below).

The screenshot displays the 'HIC Reporting Status' page. At the top, there are input fields for 'HMI & Organization ID' and 'HMI & Project ID', both with yellow warning icons and messages stating 'Validation Error: HMI & Organization ID is required' and 'Validation Error: HMI & Project ID is required.' respectively. Below these are dropdown menus for 'Organization' (Sample Organization) and 'Project' (Sample Project 3). A 'Violin Service Provider?' section has radio buttons for 'Yes' and 'No'. The 'Project Characteristics for 2020' section includes a 'Project Type' dropdown (ES: Emergency Shelter) and a 'Geo Code' field with a validation error. A table titled 'Row # 131433 - Sample Organization - Sample Project 3 - 2020' is visible, with columns for 'Inventory', 'Total Beds', 'PIT Count', and 'Utilization Rate'. The table has one row with values: 'C', '101433', '2020', and '0'. At the bottom right of the table, there are links for 'Hide Errors' and 'Print Errors', which are highlighted with a red box. Other buttons like 'Help' and 'Save' are also present.

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 2021 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.

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> <th></th> </tr> </thead> <tbody> <tr> <td>Acacia Network/ MANHATTAN ACACIA CLUSTER II PH - C</td> <td>No beds reported. Every inventory record must have beds reported.</td> <td>Fix This</td> </tr> <tr> <td>Acacia Network/ MANHATTAN ACACIA CLUSTER II PH - C</td> <td>Please enter a Point-in-Time Homeless Count.</td> <td>Fix This</td> </tr> </tbody> </table>		Organization/Project	Error		Acacia Network/ MANHATTAN ACACIA CLUSTER II PH - C	No beds reported. Every inventory record must have beds reported.	Fix This	Acacia Network/ MANHATTAN ACACIA CLUSTER II PH - C	Please enter a Point-in-Time Homeless Count.	Fix This
Organization/Project	Error										
Acacia Network/ MANHATTAN ACACIA CLUSTER II PH - C	No beds reported. Every inventory record must have beds reported.	Fix This									
Acacia Network/ MANHATTAN ACACIA CLUSTER II PH - C	Please enter a Point-in-Time Homeless Count.	Fix This									
+ 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 **Friday, May 14, 2021**. To submit HIC data, click on the Reporting Status tab on the gray toolbar.

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

HDX

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

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

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

Year: 2018

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.

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...	
	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 count, 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

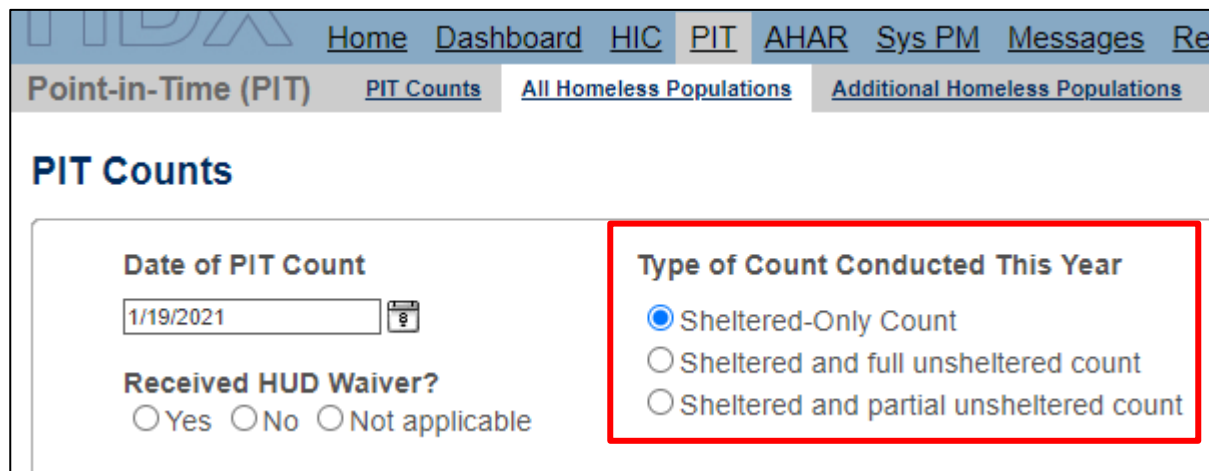
4.1 Changes & Clarifications to PIT Count Reporting Requirements

HUD's PIT count reporting requirements are defined in [Notice CPD-18-080: 2019 HIC and PIT Data Collection for CoC and ESG Programs](#). This Notice, published in advance of the 2019 HIC and PIT count, did not change in advance of the 2021 PIT count. However, due to COVID-19, HUD allowed CoCs additional flexibility for conducting unsheltered PIT counts in 2021. This includes the ability not to conduct any unsheltered count if CoCs conducted an unsheltered PIT count in 2020 or followed the waiver process identified in the [CPD Memo: Availability of Waivers for the Biennial Point-in-Time Count of Unsheltered Homelessness](#).

To account for these unsheltered PIT count flexibilities, CoCs should be aware of several updates to the PIT count module in HDX.

4.1.a Type of PIT Count

As always, CoCs must select the type of PIT count they conducted on the “All Homeless Populations” tab within the PIT count module in HDX. For 2021, there are three types of PIT count options instead of the two types that have historically been available.



Received HUD Waiver?

Note that the “Received HUD Waiver?” question appears only if you have selected a PIT count date outside the last 10 days of January. This question is **not** in reference to your CoC’s use of the process outlined in the [CPD Memo: Availability of Waivers for the Biennial Point-in-Time Count of Unsheltered Homelessness](#). Instead, as always, it refers to whether your CoC received a HUD waiver to conduct your PIT count outside the last 10 days of January.

“Sheltered-Only Count”

The “Sheltered-Only Count” option under “Type of Count Conducted This Year” remains the same as it has in prior years.

If your CoC did not conduct any type of unsheltered PIT count in 2021 (i.e., you followed the process outlined in the [CPD Memo: Availability of Waivers for the Biennial Point-in-Time Count of Unsheltered Homelessness](#)), select the “Sheltered-Only Count” radio button. Then, complete the PIT count module as outlined in [Section 4.2](#) and subsequent sections.

“Sheltered and Full Unsheltered Count”

The “Sheltered and Full Unsheltered Count” option under “Type of Count Conducted This Year” replaces what was previously called “Sheltered and Unsheltered Count” in HDX. If your CoC conducted a full unsheltered PIT count in 2021, this means you:

- Accounted for unsheltered homelessness throughout your full CoC geography using one of HUD’s approved PIT count methodologies (including sampling)
- Collected and can report on all required data elements for all people counted, including:
 - Household type
 - Demographics
 - Chronic status
 - Subpopulation data (i.e., youth and veteran households)
 - Additional populations

If your CoC conducted a full unsheltered PIT count in 2021, select the “Sheltered and Full Unsheltered Count” radio button. Complete the PIT count module as outlined in [Section 4.2](#) and subsequent sections.

“Sheltered and Partial Unsheltered Count”

The “Sheltered and Partial Unsheltered Count” option is unique to 2021. A partial count is when a CoC conducted an unsheltered PIT count but did not collect all of the data elements for this population. Partial does not mean partial geographic or population coverage. For each unsheltered data element that a CoC reports on, HUD expects the CoC to report that element on all people experiencing unsheltered homelessness. For example, if a CoC collected race data but some responses are missing, then the CoC must either extrapolate to account for the missing data or must omit that element from what is reported to HUD.

If your CoC conducted a partial unsheltered PIT count, select the “Sheltered and Partial Unsheltered Count” radio button. **Please also refer to [Section 4.1.b Entering Partial Unsheltered PIT Count Data into HDX](#) below for instructions on how HDX has been updated to account for partial unsheltered PIT count data.**

4.1.b Entering Partial Unsheltered PIT Count Data into HDX

HDX has been reprogrammed to accommodate a range of flexibilities in how CoCs conducted their partial unsheltered PIT counts in 2021. Please review the following guidance carefully if you are entering partial unsheltered PIT count data.

Changes in Functionality of Totals Tables and Total Number of Persons Rows

First, note that selecting “Sheltered and Partial Unsheltered Count” allows the user to manually modify the “Totals” table in the “All Populations Tab” and the “Veteran Totals” table in the “Veteran Populations” tab (both pictured below). Normally, these tables are automatically calculated from the other tables in each tab and closed to edits, but opening the totals tables for manual editing allows users to provide “head count only” data without having also report each person’s household type.

The screenshot displays the HDX PIT Counts interface. The top navigation bar includes links for Home, Dashboard, HIC, PIT, AHAR, Sys PM, Messages, Reports, and HDX Admin. Below this, the 'Point-in-Time (PIT)' section has tabs for PIT Counts, All Homeless Populations (highlighted with a red box), Additional Homeless Populations, Youth Populations, Veteran Populations, Methodology, and Notes. The main content area is titled 'PIT Counts' and features a 'Date of PIT Count' field set to 1/27/2021. A 'Type of Count Conducted This Year' section (highlighted with a red box) contains three radio buttons: 'Sheltered-Only Count', 'Sheltered and full unsheltered count', and 'Sheltered and partial unsheltered count' (which is selected). To the right of this section are links for 'Show Error Messages', 'Print Errors', and a 'Save' button. Below the radio buttons, there are three tabs: 'Households with at least one Adult & one Child', 'Households with only Children', and 'Households without Children'. A 'Totals' tab (highlighted with a red box) is also present. The 'Totals' table is divided into two main sections: 'Total Households and Persons' and 'Gender'. Each section has columns for 'Sheltered' (Emergency, Transitional, Safe Haven^a), 'Unsheltered', and 'Total'. The 'Unsheltered' column in both sections is highlighted with a red box. The 'Total' column for the 'Total Households and Persons' section is also highlighted with a red box. The 'Gender' section includes rows for Female, Male, Transgender, and Gender Non-Conforming (i.e. not exclusively male or female).

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven ^a		
Total Households and Persons					
Total Number Of Households	0	0	0	0	0
Total Number of Persons	0	0	0	0	0
Number of Children (under age 18)	0	0	0	0	0
Number of Persons (18 to 24)	0	0	0	0	0
Number of Persons (over age 24)	0	0	0	0	0
Gender					
Female	0	0	0	0	0
Male	0	0	0	0	0
Transgender	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0

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

[Point-in-Time \(PIT\)](#)
[PIT Counts](#)
[All Homeless Populations](#)
[Additional Homeless Populations](#)
[Youth Populations](#)
[Veteran Populations](#)
[Methodology](#)
[Notes](#)

PIT Counts

Date of PIT Count
1/27/2021

Type of Count Conducted This Year
Sheltered and partial unsheltered count

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

[Veteran Households with at least one Adult & one Child](#)
[Veteran Households without Children](#)
[Veteran Totals](#)

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Households and Persons					
Total Number of Households	0	0	0	0	0
Total Number of Persons	0	0	0	0	0
Total Number of Veterans	0	0	0	0	0
Gender					
Female	0	0	0	0	0
Male	0	0	0	0	0
Transgender	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0

Selecting “Sheltered and Partial Unsheltered Count” also enables users to change the “Unsheltered” column’s “Total Number of Persons” field in all tables. An example from the “All Homeless Populations” tab’s “Households without Children” table is below.

PIT Counts

Date of PIT Count: 1/21/2021

Received HUD Waiver? ☒ Yes ☐ No ☐ Not applicable

Type of Count Conducted This Year

☐ Sheltered-Only Count

☐ Sheltered and full unsheltered count

☒ Sheltered and partial unsheltered count

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

Households with at least one Adult & one Child | Households with only Children | **Households without Children** | Totals

Persons in Households without Children	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven ^a		
Total Number of Households	20	0	0		20
Total Number of Persons (Adults)	20	0	0		20
Number of Persons (age 18 - 24)	0	0	0		0
Number of Persons (over age 24)	20	0	0		20

Users have a choice between directly editing the “Total Number of Persons” field in any table or using the age subfields to sum to an automatically calculated total number of persons. If a user edits the “Total Number of Persons” field in any table, it automatically closes the age fields within that table and any other relevant tables for editing. That is, if a user enters a “Total Number of Persons” in the unsheltered column on the “All Homeless Populations – Totals” table, they will no longer be able to edit the number of people by age range on that same table. Because the household type tables’ person counts sum to the totals table, they will not be able to edit any of the household type tables’ “Total Number of Persons” fields (including those broken down by age) either. To undo this so you can account for people counted by age, simply clear the total persons field and hit “Tab.” Manually entering the number of people counted by age will automatically calculate the total persons counted field.

If you make any manual edits in the “All Homeless Population” or “Veteran Populations” tabs’ “Totals” tables (which is normally locked for editing), HDX will automatically delete and close for editing any fields that would normally be summed from the household type tables. For example, if your CoC only did a “head count” of people experiencing unsheltered homelessness and you cannot submit data on their household types, you should enter that total number in the “Totals” table under “Total Number of Persons.” Doing this will close off the fields for total number of persons and persons by age within each household type table, which you can see because those fields will turn grey with a blue bar on the right-hand side. Manually edited fields on the totals table will turn light blue instead of white. To undo any manual data entry, simply clear the field and hit “Tab.”

Color Coding in Partial PIT Count Totals Fields

To help users identify where they have and can edit unsheltered data fields, HDX has color coded cells to indicate whether a cell is editable, was manually entered, or cannot be edited because a field elsewhere was manually entered:

White fields can be manually entered or changed.

Light blue fields are “totals” fields that have been manually (i.e., not automatically) calculated.

Grey fields with numbers in them have been automatically calculated from other manually entered data and cannot be edited.

Grey fields with a blue border on the right-hand side are fields that would be editable but are not editable because a relevant field in another table has been manually changed. If you hover over this kind of field with your mouse, it will tell you why it cannot be edited.

Blank grey fields cannot be edited because another field in the same column has been manually edited.

Two examples of how these cells work together in HDX are detailed below.

Example #1: age-specific person counts on the screenshot below have been greyed out and are blank because 122 total people has been manually added (denoted by the light blue box). The user may still edit the “Total Number of Persons,” or if they wish to add people by age range, they may clear the “Total Number of Persons” field and hit “Tab” to turn all fields in the “unsheltered” column white (i.e., editable) again.

Home Dashboard HIC PIT AHAR Sys PM Messages Reports HDX Admin

Point-in-Time (PIT) PIT Counts All Homeless Populations Additional Homeless Populations Youth Populations Veteran Populations Methodology Notes

PIT Counts

Date of PIT Count: 1/21/2021

Type of Count Conducted This Year:

☐ Sheltered-Only Count ☐ Sheltered and full unsheltered count ☒ Sheltered and partial unsheltered count

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

Received HUD Waiver? ☒ Yes ☐ No ☐ Not applicable

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

Persons in Households with at least one Adult and one Child	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>
Total Number of Persons (Adults & Children)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="122"/>	<input type="text" value="122"/>
Number of Persons (under age 18)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>
Number of Persons (18 - 24)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>
Number of Persons (over age 24)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>

Example #2: In the first screenshot below, the “Total Number of Persons” and person count by age range fields in the “Households without Children” table are greyed out with a blue right-hand border. In the second screenshot, you see that the light blue “Total Number of Persons” field in the “Totals” table has been manually entered to include 473 people. This prevents any of the other tables from manually entering total number of people or people by age range. To re-open the closed fields in the first screenshot, the user needs to clear the light blue “473” field and hit “Tab.”

PIT Counts

Date of PIT Count: 1/21/2021

Received HUD Waiver? ☒ Yes ☐ No ☐ Not applicable

Type of Count Conducted This Year: ☐ Sheltered-Only Count ☐ Sheltered and full unsheltered count ☒ Sheltered and partial unsheltered count

Households with at least one Adult & one Child | Households with only Children | **Households without Children** | Totals

Persons in Households without Children	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven ^a		
Total Number of Households	0	0	0		0
Total Number of Persons (Adults)	0	0	0		0
Number of Persons (age 18 - 24)	0	0	0		0
Number of Persons (over age 24)	0	0	0		0

PIT Counts

Date of PIT Count: 1/21/2021

Received HUD Waiver? ☒ Yes ☐ No ☐ Not applicable

Type of Count Conducted This Year: ☐ Sheltered-Only Count ☐ Sheltered and full unsheltered count ☒ Sheltered and partial unsheltered count

Households with at least one Adult & one Child | Households with only Children | Households without Children | **Totals**

Total Households and Persons	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven ^a		
Total Number Of Households	0	0	0	0	0
Total Number of Persons	0	0	0	473	473
Number of Children (under age 18)	0	0	0	0	0
Number of Persons (18 to 24)	0	0	0	0	0
Number of Persons (over age 24)	0	0	0	0	0

Partial Unsheltered Count Warnings and Errors

New warnings and errors have been programmed into HDX to ensure users are consistently reporting partial unsheltered PIT count data. Many warnings instruct users to insert a note verifying which data they are and are not intending to report to ensure the data cleaning accounts for users' approaches to their partial PIT counts.

Accounting for Incomplete Data in a Partial Unsheltered Count

For CoCs that conducted partial unsheltered counts, in each unsheltered demographic category (i.e., age, gender, race, and ethnicity), please enter complete demographics that sum to the total number of people reported in that column or leave demographics blank. Demographic data that do not sum to the total will not be used, and the total field will be assumed to be correct. You should **not** submit partial data within any specific demographic, additional population, or subpopulation category.

For example: if you counted 100 total people during your unsheltered PIT count but only know the ethnicity for 10 of them, you should clear all ethnicity fields in the unsheltered column. You should **not** insert ethnicity data for only a subset (in this case: 10%) of people.

Entering a “Head Count” Only

If your CoC is only providing a total number of people experiencing unsheltered homelessness for your unsheltered PIT count (i.e., no household, demographic, subpopulation, or additional population data), the only field you need to complete is the “Total Number of Persons” row in the “Unsheltered” column of the “All Homeless Populations” tab’s “Totals” table:

The screenshot shows the HDX PIT Counts form. The 'All Homeless Populations' tab is selected. The 'Date of PIT Count' is 1/27/2021. The 'Type of Count Conducted This Year' is 'Sheltered and partial unsheltered count'. The 'Totals' table is shown, with the 'Unsheltered' column containing the value 47 for the 'Total Number of Persons' row. A red arrow points to this value with the text 'head count'.

Total Households and Persons	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven ^a		
Total Number Of Households	0	0	0	0	0
Total Number of Persons	0	0	0	47	0
Number of Children (under age 18)	0	0	0		0
Number of Persons (18 to 24)	0	0	0		0
Number of Persons (over age 24)	0	0	0		0

Summary of Validations

If you are reporting a partial unsheltered PIT count, use the numbered columns and lettered rows in table below to validate that any unsheltered data you enter matches with HUD's expectations for partial unsheltered PIT counts.

		1	2	3	4
		All Populations Tab, "Totals" Table	All Populations Tab, Household Tables <i>(i.e., Households with adults and children, with only children, and without children)</i>	Veterans Tab, All Tables	Youth Tab, All Tables
A	Total Unsheltered Persons	Full head count required	Any entered data must sum to 1A	Any entered data must not exceed 1A or 2A	Any entered data must not exceed 1A or 2A
B	Demographic Data <i>(i.e., age, gender, race, and ethnicity)</i>	Any data entered must sum to 1A	Any entered data must sum to 2A	Any entered data must sum to 3A	Any entered data must sum to 4A
C	Chronic Status	Any data entered must not exceed 1A	Any data entered must not exceed 1A or 2A	Any data entered must not exceed 1A or 3a	Any data entered must not exceed 1A or 4A
D	Additional Populations	Any data entered must not exceed 1A	N/A	N/A	N/A

Keeping the "Sheltered and Partial Unsheltered PIT Count" functionality in mind, please refer to later sections for more detail on how the PIT count module functions more generally in HDX.

4.1.c PIT Count Methodology

The PIT Count Methodology tab includes one new question related to the CoC's unsheltered methodology and new response options under multiple questions related to HUD's flexibilities for the unsheltered PIT count and the impact that COVID-19 had on the CoC's PIT count.

Please review [Section 4.10](#) of this guidance document for details on how to complete the PIT Count Methodology tab.

4.1.d Counting Clients Served by Supportive Services for Veteran Families (SSVF) Emergency Housing Assistance (EHA) in the Sheltered PIT Count

HUD and VA have determined that veterans using Emergency Housing Assistance (EHA) funded through SSVF on the night designated for the count should be included **in the sheltered PIT count, as emergency shelter (ES)**. For guidance on how to account for these beds in the HIC, please review Section [3.1.b Counting Supportive Services for Veteran Families \(SSVF\) Emergency Housing Assistance \(EHA\) Inventory in the HIC](#).

HMIS Guidance: How to Account for People Served through SSVF EHA on the PIT Count

If an SSVF project accounts for EHA as a “service” transaction in the SSVF RRH project in HMIS (i.e., if it does not enroll people in a separate EHA ES project in HMIS), these instructions will help to pull information from HMIS about the number of veteran household members staying in SSVF EHA on the night of the PIT count:

- Include all veterans enrolled in VA-funded SSVF RRH projects in HMIS that have:
 - No Housing Move-in Date recorded as of the night of the count.

AND

- An existing EHA TFA Service recorded for the month in which the PIT count took place.

Using this information would indicate that these households were receiving EHA services on the night of the PIT count but were not yet housed in SSVF RRH-funded permanent housing. **The household members identified using this method should be included in the sheltered PIT count under ES.** If data on people served by EHA are the only data the CoC is reporting on the number of veterans experiencing homelessness, please make a note that the number of reported veterans only includes those serviced through EHA. Be sure to also include those data in your total table (and corresponding household type table if applicable).

4.2 Accessing the PIT Count Module in HDX

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

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

Homelessness Data Exchange Now viewing data for: AA-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

Report Due: 4/30/2019
Errors: 269
Warnings: 6

Status: In Progress

Date of Inventory Count: 1/23/2019
 Total Organizations: 42
 Total Projects: 65
 Total Beds: 1436
 Total PIT Count¹: 73
 Utilization Rate: 5%
 Updated By: Rian Watt
 Updated On: 2/12/2019

[View HIC](#)

Point-in-Time Counts

Report Due: 4/30/2019
Errors: 24
Warnings: 4

Status: In Progress

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](#)

4.3 Begin a New Count

To enter 2021 PIT count data, click on the blue *New Count* button in the top left corner of the screen.

Homelessness Data Exchange Now viewing data for: AA-100 - Test CoC

Home Dashboard HIC PIT AHAR Sys PM Messages Reports HDX Admin

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

Summary of PIT Counts for AA-100 - Test CoC

New Count

	Sheltered ES Total Persons	Sheltered TH Total Persons	Sheltered SH Total Persons	Unsheltered Total Persons	Total Persons	Status of Report
01/23/2018	497	210	0	215	922	Submitted
01/24/2017	383	215	0	139	717	Confirmed
01/28/2016	434	199	0	202	835	Confirmed
01/27/2015	433	177	0	138	748	Confirmed
01/28/2014	474	195	0	92	761	Confirmed
01/28/2013	461	210	0	153	824	Confirmed
01/24/2012	435	184	0	147	766	Confirmed
01/25/2011	461	217	0	227	905	Confirmed
01/27/2010	346	212	0	74	632	Confirmed
01/27/2009	371	184	0	170	725	Confirmed

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 2021 PIT count.

The screenshot shows the 'PIT Counts' form. At the top, there is a navigation bar with links: Home, Dashboard, HIC, PIT, AHAR, Sys PM, Messages, Reports, HDX Admin. Below this is a secondary navigation bar with links: Point-in-Time (PIT), PIT Counts, All Homeless Populations, Additional Homeless Populations, Youth Populations, Veteran Populations, Methodology, Notes, and Reporting Status. The main form area has a 'Date of PIT Count' field with a calendar icon. To the right of this is a section titled 'Type of Count Conducted This Year' with three radio button options: 'Sheltered-Only Count', 'Sheltered and full unsheltered count', and 'Sheltered and partial unsheltered count'. In the top right corner of the form, there are three buttons: 'Hide Error Messages', 'Print Errors', and 'Save'.

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 2021: 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 secondary navigation bar of the HDX system. It contains eight links: Point-in-Time (PIT), PIT Counts, Homeless Populations, Additional Homeless Populations, Youth Populations, Veteran Populations, Methodology, Notes, and Reporting Status. The links are highlighted with a red box.

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.

PIT Counts

Date of PIT Count: 1/30/2021

Type of Count Conducted This Year:

- ☒ Sheltered-Only Count
- ☐ Sheltered and full unsheltered count
- ☐ Sheltered and partial unsheltered count

Hide Error Messages | Print Errors | Save

Households with at least one Adult & one Child | Households with only Children | Households without Children | Totals

Persons in Households with at least one Adult and one Child	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	15	15		30
Total Number of Persons (Adults & Children)	30	30	0	60

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)

Home Dashboard HIC PIT AHAR Sys PM Messages Reports HDX Admin

Point-in-Time (PIT) PIT Counts All Homeless Populations **Additional Homeless Populations** Youth Populations Veteran Populations Methodology Notes Reports

PIT Counts

Date of PIT Count: 1/30/2021

Type of Count Conducted This Year: Sheltered-Only Count

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

Additional Homeless Populations	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven ^a		
Adults with a Serious Mental Illness	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Adults with a Substance Use Disorder	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Adults with HIV/AIDS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Adult Survivors of Domestic Violence (optional)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

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.

PIT Counts

Date of PIT Count: 1/21/2021
Type of Count Conducted This Year: Sheltered-Only Count

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

Unaccompanied Youth Households | Parenting Youth Households

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven ^a		
Total Number of unaccompanied youth households	0	0	0		0
Total number of unaccompanied youth	0	0	0	0	0
Number of unaccompanied children (under age 18)	0	0	0		0
Number of unaccompanied youth (age 18 to 24)	0	0	0		0

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

Unaccompanied Youth Households		Parenting Youth Households			
		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-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.

PIT Counts

Date of PIT Count: 1/30/2021 Type of Count Conducted This Year: Sheltered-Only Count [Hide Error Messages](#) [Print Errors](#) [Save](#)

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

Persons in Households with at least one Adult and one Child	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	0	0		0
Total Number of Persons	0	0		0
Total Number of Veterans	0	0		0

4.10 Completing the PIT Count Methodology Tab

Home Dashboard HIC PIT AHAR Sys PM Messages Reports HDX Admin

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

PIT Counts

Date of PIT Count 1/21/2021 Type of Count Conducted This Year Sheltered and partial unsheltered count [Show Error Messages](#) [Print Errors](#) [Save](#)

Sheltered Population Sheltered Subpopulations Unsheltered Population 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
1/21/2021

Type of Count Conducted This Year
Sheltered and partial unsheltered count

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

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	<input type="text"/>
Provider-level surveys	<input type="text"/>
Client-level surveys	<input type="text"/>
Observation	<input type="text"/>
Other	<input type="text"/>
Total	0%

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. Note that for the 2021 PIT count, Question #6 (not pictured below) now includes response options related to COVID-19's impacts on sheltered homelessness.

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)

☐ HMIS Data

☒ Provider-level surveys

☒ Client-level surveys

☒ Observation

☐ Other (specify):

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

☐ All sheltered people

☒ A subset of sheltered people

5a. How did the CoC select the subset of people?

☐ Sheltered people were selected randomly

☒ 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

☐ Sheltered people were not selected randomly, and the selection was driven by convenience or expediency (e.g., people that were willing to provide information)

☐ Other (specify):

5b. Did the CoC adjust the information in some way (e.g., statistical adjustment or extrapolation) to account for all sheltered people?

☒ Yes

☐ 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. Note that for 2021, Question #7 includes three additional response options and additional sub-questions depending on a user's responses to account for the flexibilities HUD allowed in the type and duration of unsheltered PIT counts.

The screenshot shows the 'PIT Counts' form. At the top, there are two fields: 'Date of PIT Count' with the value '1/21/2021' and 'Type of Count Conducted This Year' with the value 'Sheltered and partial unsheltered count'. To the right of these fields are three links: 'Show Error Messages', 'Print Errors', and a 'Save' button. Below these fields is a tabbed interface with four tabs: 'Sheltered Population', 'Sheltered Subpopulations', 'Unsheltered Population', and 'Unsheltered Subpopulations'. The 'Unsheltered Population' tab is selected and highlighted with a red box. Below the tabs is a question labeled '7. What approach(es) was used to count the total number of people included in the unsheltered population during the PIT count. (select all that were used)'. The question has seven checkboxes with the following labels: 'Night of the count' - complete census, 'Night of the count' - known locations, 'Night of the count' - random sample, 'Night of the count' - observations only, Night of count - survey, Multi-night count - survey, Service-based count, and 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.

The screenshot shows the 'Unsheltered Subpopulations' form. At the top, there are four tabs: 'Sheltered Population', 'Sheltered Subpopulations', 'Unsheltered Population', and 'Unsheltered Subpopulations'. The 'Unsheltered Subpopulations' tab is selected and highlighted with a red box. Below the tabs is a question labeled '9. What approach(es) was used to collect demographic and subpopulation data about unsheltered people included in the unsheltered population during the PIT count? (select all that were used)'. The question has seven checkboxes with the following labels: Surveys/interviews of people identified as unsheltered on the night of the PIT count, Surveys/interviews of people identified as unsheltered on the night of the count, but completed at a later date, 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), Surveys/interviews of people identified within 14 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), HMIS-comparable database, HMIS data from street outreach and/or other providers, and Other (Please Specify):.

4.11 PIT Reporting Status Overview
















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

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

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										
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> <table><thead><tr><th>Error</th><th></th></tr></thead><tbody><tr><td>Please indicate how you selected the areas for canvassing</td><td>Fix This</td></tr><tr><td>Please indicate whether you adjusted the information in some way</td><td>Fix This</td></tr><tr><td>Please indicate how you selected the subset of providers</td><td>Fix This</td></tr><tr><td>Please indicate whether you adjusted the information in some way</td><td>Fix This</td></tr></tbody></table>	Error		Please indicate how you selected the areas for canvassing	Fix This	Please indicate whether you adjusted the information in some way	Fix This	Please indicate how you selected the subset of providers	Fix This	Please indicate whether you adjusted the information in some way	Fix This
Error											
Please indicate how you selected the areas for canvassing	Fix This										
Please indicate whether you adjusted the information in some way	Fix This										
Please indicate how you selected the subset of providers	Fix This										
Please indicate whether you adjusted the information in some way	Fix This										
 Validation Warnings	5 Validation Warnings Print										
 Messages	No Messages										

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

- Submit their CoC's 2021 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 displays the 'PIT Counts' reporting interface. At the top right, a note reads: 'Note: Youth Populations and Veteran F Youth Populations and Veteran Popula'. Below this, the 'Date of PIT Count' is set to '1/29/2019'. The 'Type of Count Conducted This Year' section shows a 'Validation Warning' box with an information icon and an 'X' icon. The warning text states: 'The PIT and HIC count date should be the same. Please fix or leave a note of explanation on the PIT Notes Tab.' To the right of the warning box are buttons for 'Hide Error Messages', 'Print Errors', and 'Save'. Below the warning box, there are tabs for 'Households with at least one Adult & one Child', 'Households with only Children', 'Households without Children', and 'Totals'.













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:

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

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										
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										
- Validation Errors	<table border="1"> <thead> <tr> <th>Error</th> <th></th> </tr> </thead> <tbody> <tr> <td>Please indicate how you selected the areas for canvassing</td> <td>Fix This</td> </tr> <tr> <td>Please indicate whether you adjusted the information in some way</td> <td>Fix This</td> </tr> <tr> <td>Please indicate how you selected the subset of providers</td> <td>Fix This</td> </tr> <tr> <td>Please indicate whether you adjusted the information in some way</td> <td>Fix This</td> </tr> </tbody> </table>	Error		Please indicate how you selected the areas for canvassing	Fix This	Please indicate whether you adjusted the information in some way	Fix This	Please indicate how you selected the subset of providers	Fix This	Please indicate whether you adjusted the information in some way	Fix This
Error											
Please indicate how you selected the areas for canvassing	Fix This										
Please indicate whether you adjusted the information in some way	Fix This										
Please indicate how you selected the subset of providers	Fix This										
Please indicate whether you adjusted the information in some way	Fix This										
	5 Validation Warnings Print										
- Validation Warnings	<table border="1"> <thead> <tr> <th>Error</th> <th></th> </tr> </thead> <tbody> <tr> <td>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</td> <td>Fix This</td> </tr> <tr> <td>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</td> <td>Fix This</td> </tr> <tr> <td>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</td> <td>Fix This</td> </tr> </tbody> </table>	Error		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	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	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		
Error											
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										
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										
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										

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.

HUDX Home Dashboard HIC PIT AHAR Sys PM Messages Reports HDX Admin

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

PIT Counts

Date of PIT Count: 1/21/2021
Type of Count Conducted This Year: Sheltered and partial unsheltered count
[Hide Error Messages](#) [Print Errors](#) [Save](#)

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

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

[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, **Friday, May 14, 2021**. To submit PIT count data, click on the [Reporting Status](#) tab on the gray toolbar within the PIT count Module.

HUDX Home Dashboard HIC PIT AHAR PULSE Messages Reports HDX Admin

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

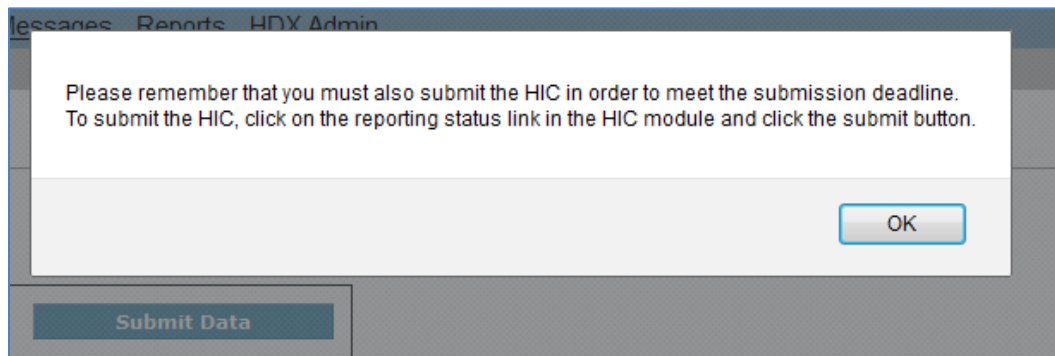
If the CoC has any validation errors or unexplained warnings, the *Submit Data* button will be light gray and deactivated. It will only be possible to click this button once all of the CoCs errors have been corrected and there are notes to explain any warnings. Once the CoC's PIT count data are error-free, the *Submit Data* button in the top right corner of the table will be blue. Click it to submit PIT count data to HUD.

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.