

**April  
2025  
Version 1.0**

# 2025 Housing Inventory Count and Point-in-Time Count of People Experiencing Homelessness:

## Data Submission Guidance



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*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

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This document provides information to Continuums of Care (CoCs) on how to successfully submit their 2025 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-2023-11: HIC and PIT Count Data Collection for CoC and ESG Programs](#).

All CoCs must submit their HIC and PIT count data through [HUD's Homelessness Data Exchange 2.0](#) (HDX 2.0). CoCs will be able to enter HIC and PIT count data when the submission window opens. CoCs must submit their 2025 HIC and PIT count data **by the posted deadline on the HDX 2.0**. Submitting the HIC and the PIT count data in the HDX 2.0 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 2.0 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 2025 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-2023-11: HIC and PIT Count Data Collection for CoC and ESG Programs](#), or if you encounter any malfunctions in the HDX 2.0 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 LSA, SPM, HIC, PIT, PDX, and Stella P and M)** 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 Questions \(FAQ\)](#).

## Quick Start for New Users

**Step 1.** The new user must create an account by going to <https://hudhdx2.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 “Administration” page and selecting “Add user.” The Primary Contact will need to enter the new user’s name and email 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 2.2.a](#)).

## 2. THE HUD HOMELESSNESS DATA EXCHANGE 2.0 (HDX 2.0)

The HDX 2.0 is an online tool designed to allow CoCs to submit data to HUD in several modules:

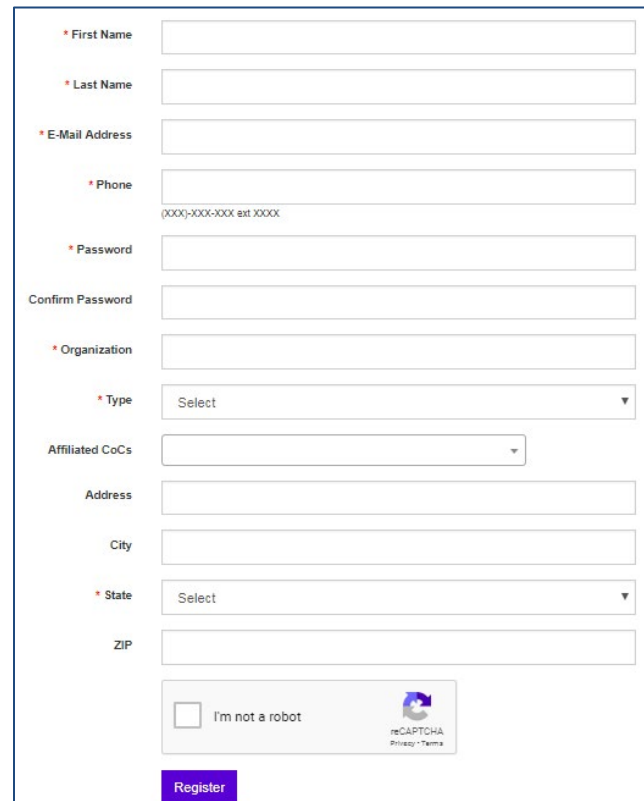
- The Housing Inventory Count (HIC);
- The Point-in-Time (PIT) Count of People Experiencing Homelessness;
- System Performance Measurement (SPM);
- The Longitudinal Systems Analysis (LSA);
- Stella Performance (Stella P); and
- Stella Modeling (Stella M).

This section will introduce the HDX 2.0 system and provide an overview of how to create accounts, update accounts, and assign access rights in the HDX 2.0.

### 2.1 - Getting Started in HDX 2.0

#### 2.1.a Creating an Account in HDX 2.0

1. Go to the HDX 2.0:  
<https://hudhdx2.info/>.
2. Click on the “Create an Account” link.
3. Fill out the form shown here with your personal and contact information. You will also need to indicate the CoC(s) you are requesting access to.
4. You should receive a confirmation email that your account has been created. You can now log in to the HDX 2.0.
5. If, through the account setup screen, you have chosen a CoC with which to be affiliated, the CoC’s Primary Contact will also receive an email to let them know that you would like to be added to the CoC in the HDX 2.0.

A registration form for the HUD Homelessness Data Exchange 2.0. The form includes fields for First Name, Last Name, E-Mail Address, Phone (with a placeholder (XXX)-XXX-XXX ext XXXX), Password, Confirm Password, Organization, Type (a dropdown menu), Affiliated CoCs (a dropdown menu), Address, City, State (a dropdown menu), and ZIP. At the bottom, there is a checkbox for "I'm not a robot" next to a reCAPTCHA logo, and a purple "Register" button.

***The CoC Primary Contact will need to grant you access to the CoC before you will be able to review or edit any data.***

6. If you do not receive the automatically generated email from the HDX 2.0, your organization’s spam filter may be blocking the email. If so, you will need to check your spam folder and work with your IT department to troubleshoot the issue. Your IT department may need to tell your system to allow emails from the HDX email address. The email addresses your IT department may need to add to an “allow list,” or add to your address book are: automail@hudhdx2.info and automail@mail.hudhdx2.info. You

are also encouraged to check with other users within your organization to see if they have received emails from the system.

### ***2.1.b Resetting a Password in HDX 2.0***

1. Go to the HDX 2.0: <https://hudhdx2.info/login> and click “Forgot Your Password?”
2. Enter your email address into the field and click the blue “Send Password Reset Link” button.
3. You should receive an email that will include a link to a page where you can reset your password.
4. If you do not receive the email, it is likely in your spam. Refer to step 6 in [Creating an Account, Section 2.1a](#) above.



Once set, you can edit your password whenever you like by clicking on the “My Account” option in the dropdown menu that appears when you click on your name in the upper right corner.

## **2.2 - Managing Users in HDX 2.0**

Each CoC must designate a **Primary Contact** in HDX 2.0. 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, LSA, 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”) under the “Find a Grantee Page” panel, and then look for a specific CoC. The person listed as the Collaborative Applicant is also the person who serves as the HDX 2.0 Primary Contact.

There can only be one Primary for each CoC. Each module (i.e., HIC, PIT, LSA) can only be assigned one Submitter. The HIC Submitter is the only person in the CoC who can submit data for the HIC. The PIT Submitter is the only person in the CoC who can submit data for the HIC. The HIC and PIT Submitter can be the same person or different people. CoCs should have a backup plan in case the individual associated with your CoC who has submit authority is not available to submit data. The person assigned with “submit” privileges is expected to be the person who will work most closely with the Review Team during the data cleaning portion of this process.

#### Levels of Access in HDX 2.0 for the HIC and PIT Modules

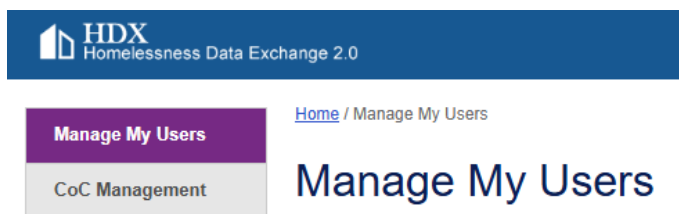
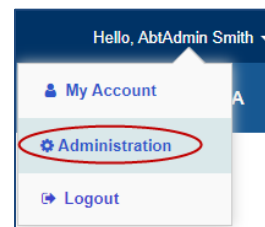
1. **CoC Primary Contact:** The CoC Primary is the only one who can assign read, write, and submit access to people registered with their CoC on HDX 2.0.
2. **Submit:** This user is the only one who can submit data for the HIC and/or PIT. Includes write and read privileges.
3. **Write:** Users with write access can view uploads and edit in the HIC and PIT modules. Includes read privileges.
4. **Read:** Users with read access can view HIC and PIT modules but cannot edit data.

***\*Primary, Submit, and Write access levels allow users to upload and replace HIC upload files***

### 2.2.a Managing Users in HDX 2.0 as the CoC Primary Contact

If you are the CoC Primary Contact, you can use the instructions below to make any needed updates to the users in your CoC.

1. Access the “Administration” page by clicking on the button that appears when you hover over your name in the top right corner of the page.
2. Click on “Manage My Users” in the left menu panel. This will take you to a page where you will see all the users currently assigned to your CoC, as well as whether they have “read,” “write,” or “submit” access for HIC, PIT count, LSA, and SPM uploads.



3. If you manage multiple CoCs, you can view your users for other CoCs by selecting the CoC name from the dropdown menu in the upper left corner of the listing of users' names.
4. If you would like to adjust the level of access for a particular user in the list, simply select the appropriate checkmarks for that user across their designated row. Once you are satisfied with the updates, click the blue “Save” button located on the top right-



hand side of the user information table. For more information about levels of access, see [Section 2.2 – Managing Users in HDX 2.0](#).

- ✓ **Note:** CoC Primary Contacts cannot change the CoC Primary Contact designation; a request must be submitted via the HUD Exchange AAQ as described in the next section [How to Change Your CoC Primary Contact in HDX 2.0](#).

	Primary	Housing Inventory			PIT Counts			LSA			SYS PM			Remove from CoC
	Read	Write	Submit	Read	Write	Submit	Read	Write	Submit	Read	Write	Submit		
(AA-822L) CoC 900	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- If you would like to add a user to your CoC, the user must first set up their own account in the HDX 2.0 following the instructions in the [Getting Started in HDX 2.0](#) section of this user guide. Once they have an account in the system:

- If you have access to multiple CoCs you will need to select the one you wish to add the user to using the drop down on the left of the screen.
- Click on the blue “+Add User” button located on the top right-hand side of the user information table.

- Using the “Users” or “Email” fields at the bottom of the screen, search for the name or email of the user(s) you would like to add to your CoC.
- Select the checkbox to the left of their name, then click the blue “Add Selected User(s) to CoC” button located on the top right-hand side on the user information table.

- Check to make sure the user you selected on the previous screen is now listed on the “Manage My Users” page.
  - You may now update that user’s level of access, as needed, by following the instructions in Step 4 of this list.
- ✓ **Note:** Any user can *request* access to your CoC, but only the CoC Primary Contact can *grant* access. No one who requests access will be able to see your data until you grant them at least “read” level access.

## 2.2.b How to Change Your CoC Primary Contact in HDX 2.0

This section provides instructions for if you need to request a change in your CoC Primary Contact in HDX 2.0. Requests must be submitted to HUD through the HUD Exchange Ask A Question (AAQ) virtual help desk located at: <https://www.hudexchange.info/get-assistance/my-question/>. Navigate to this link in your browser and you will be taken to a page with “Step One” of a two-step submission process. The text below details this two-step process for submitting a question. See the screenshot of “Step Two” for reference.

In “Step One” of the AAQ submission page, fill out your contact information and then click the green “Step 2 >” button at the end of the form to be taken to the next page.

Once the “Step Two” AAQ page has loaded, follow these steps to complete the presented form:

1. For the “My question is related to” field: use the dropdown menu to select “HDX: Homelessness Data Exchange (including LSA, SPM, HIC, PIT, PDX, and Stella P and M)” under the “Reporting Systems” category.
2. If prompted, select which CoC you are requesting the change for.
3. Make your subject line the following: “Accessing/Changing CoC Primary Contact in HDX 2.0.”
4. Use the large text box to include your question and any relevant or useful information.
5. Under “Upload related documents,” you must also upload a written PDF of your request:

- **When requesting change of Primary Contact:** Written request should be on CoC letterhead and contain the following information:
  - i. Name of former CoC Primary Contact and new CoC Primary Contact
  - ii. CoC name and number
  - iii. New CoC Primary Contact’s contact information, including: phone, position, email address, mailing address, etc. (Please make sure the new CoC Primary Contact has already set up an account on the HDX 2.0: <https://hudhdx2.info/>)
  - iv. Reason for request

**Ask A Question**

Step 2 of 2 **2 of 2**

\* My question is related to:  
HDX: Homelessness Data Exchange (including LSA, SPM, HIC, PIT, PDX, and Stella P and M)

Please select the CoC(s) your question concerns:  
None Selected

For reference, refer to the codes used in HDX 2.0 (<https://hudhdx2.info/>) or HDX 1.0 (<https://www.hudhdx.info/>)

Your Question

\* Please provide a subject line for your question  
Accessing/Changing CoC Primary Contact in HDX 2.0  
(limit to 100 characters)

\* Question

B I U

If you have more than one question, please submit them separately

Upload related documents

Attach File  
 No file selected.

- v. Signature of an authorized person – board chair, executive director, etc.
- **If you need to request a change of Primary Contact *temporarily*, please follow the steps above.**

When you have completed the form, click on the green button that reads “Submit Your Question” at the bottom left corner of the form. You will receive a confirmation email that your question has been submitted, as well as a reference number that has been assigned to your question.

## 3. HOUSING INVENTORY COUNT SUBMISSION GUIDANCE

### 3.1 - Changes & Clarifications to HIC Reporting Requirements

HUD's HIC reporting requirements are defined in [Notice CPD-2023-11: HIC and PIT Count Data Collection for CoC and ESG Programs](#). This Notice, published in advance of the 2024 HIC and PIT count, is still in effect for the 2025 HIC. No changes were made to HIC reporting requirements for the 2025 HIC.

The COVID-19 pandemic continues to have an impact on homeless systems and project inventories nationwide. Consistent with the 2021-2023 requirements, HUD provides the following clarifications to support CoCs in reporting 2025 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 McKinney-Vento funding source is available in the HDX 2.0 to account for both ESG-CV ES and RRH projects (combined). *If this funding type is associated with the project in HMIS, the HDX 2.0 will auto-populate the field.* All projects funded with ESG-CV should select "yes" for the ESG-CV funding source. If needed, CoCs can edit this data from the [Project Funding View](#) tab of the HIC (see [Section 3.4.c](#) for more detail on how to do this).

Project Name	target op	ESG-ES	ESG-RRH	ESG-CV	ESG-RUSH	CoC-SH	CoC-TH	CoC-PSH	CoC-RRH	CoC-S
Organization J - ES - 2	NA	No	No	No	No	No	No	No	No	No

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 the Veterans Administration (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. The HDX 2.0 will create this ES project from the HIC upload if the CoC has set up an ES inventory record for the EHA beds in their HMIS. If not, you must either create these records in HMIS (preferred) or manually add these project(s)/inventory records in the HDX 2.0.

If you need to manually enter these inventories in the HDX 2.0, add a new ES project to the HIC to account for SSVF EHA inventory as follows:

- **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 likely always match 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 warning flag 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 its own 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), the HDX 2.0 will not pull those service records. You will need to manually enter the data in the HDX 2.0. Please follow these instructions 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, you 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 the HDX 2.0**

This section of the guidance provides a general overview of the HIC Module components and structure. Specific data entry instructions for each HIC component are further explained in [Section 3.4](#) and [Section 3.5](#).

The HIC module is accessed by clicking on the HIC tab on the blue navigation bar at the top of the page.



This will take you to the All HICs tab in the grey navigation tree on the left side of the screen. From there you can see any HIC reports associated with your CoC.

**HIC > All HICs**

Welcome to the Housing Inventory Count (HIC) module. Here, you can upload, view, edit, and submit official HIC reports. A summary of progress for all official HUD submissions for each of your affiliated CoCs is displayed below.

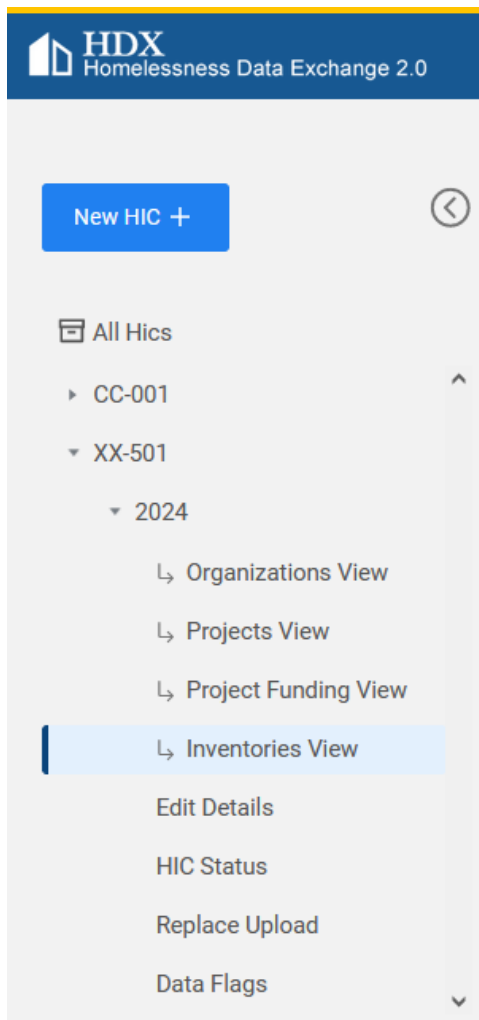
Primary Submitters: Please click the "Submit" button in your HIC dataset when you have left comprehensive notes on your warning flags and are ready for the HDX Team to review your HIC.

Reset Search & Filtering ☒ Match All Search Terms & Filters [Reset to Default View](#) [Toggle Columns](#) [Export](#)

CoC Name	CoC Code	Year	HIC Date	Total Organizations	Total Projects	Total Beds	Total PIT Count
<a href="#">Alphaville</a>	AA-001	2024	January 22, 2024	26	69	2570	1201
<a href="#">Alphaville</a>	AA-001	2025	January 28, 2025	23	51	2313	0

To start a new HIC, press the blue “New HIC +” button at the top left corner of the navigation tree. This process is described in [Section 3.3](#). Once you have a successful HIC upload, you can navigate to that HIC dataset by clicking on the CoC name on the left navigation tree, or by clicking the blue hyperlinked dataset under CoC Name in the table.

When using the left navigation tree view, you will be prompted to select which year’s data you would like to see. Click 2025 and you will be taken to the full navigation tree for the selected HIC.



The HIC navigation tree is made up of eight main components or tabs:

- **Organizations View** – allows you to view all organizations associated with your CoC’s HIC. Organizations have three main 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.
- **Projects View** – allows you to view all projects associated with your CoC’s HIC. Projects belong to an organization and have several characteristics, including project name, HMIS Project ID, project type, HMIS participation status, target population, operating start and end dates, geocode, and address. 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 Funding View** – allows you to view the funding sources recorded for each project in your CoC’s HIC. Project funding records are a subset of the Project records.
- **Inventories View** – allows you to see all of the bed

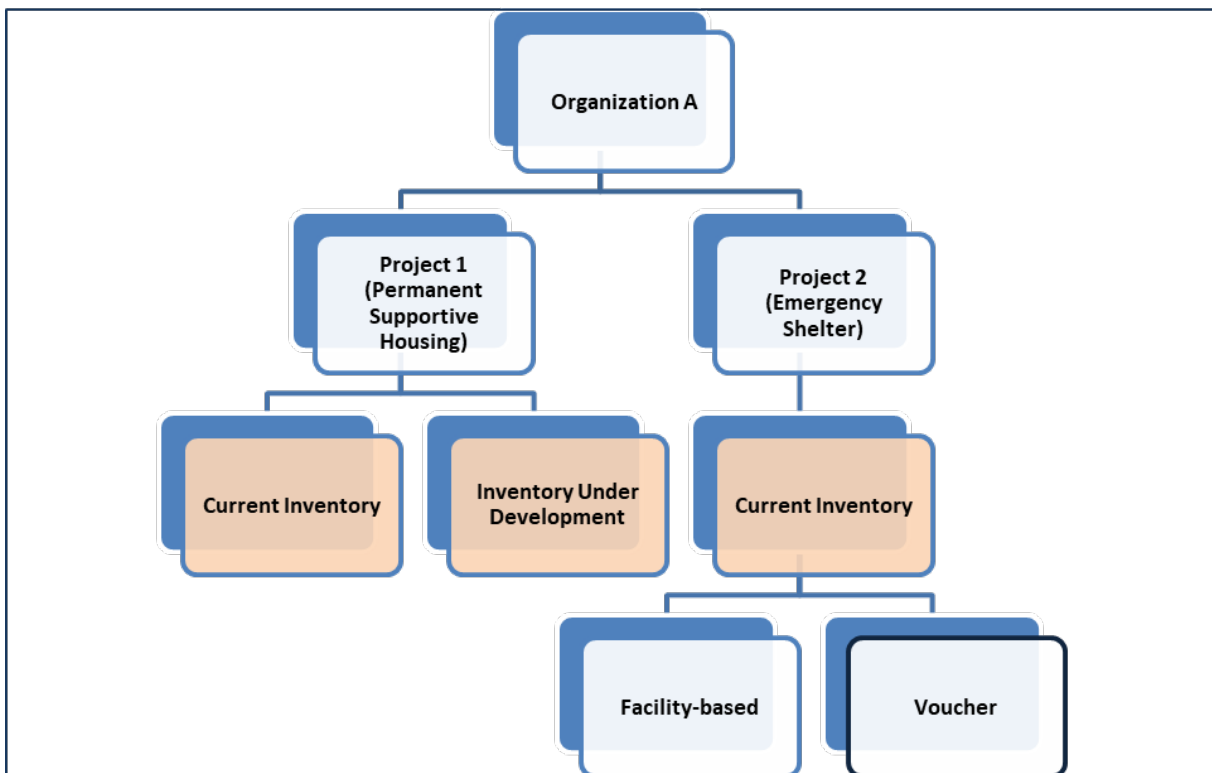
inventory records for each project included in your CoC’s HIC. Inventory records belong to a project and include data points about project beds and units, including inventory type, bed type, household type, bed and unit inventory, etc., as well as a PIT count for those beds included in the project inventory 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).

- **Edit Details** – allows you to edit specific records at the organization, project, or inventory level. It also allows you to delete selected organization, project, or inventory records.
- **HIC Status** – allows you to see the upload information for your HIC, including the date of your HIC, when the HIC records were last updated and by whom, the upload information, and, when applicable, the submission date.
- **Replace Upload** – allows you to replace an existing HIC with a new upload of your HIC data from HMIS. This can be done to address errors in the data, or update inventory information after updates are made in HMIS.
- **Data Flags** – allows you to see all data quality warnings and errors associated with your HIC data.



**A NOTE ON PROJECT INVENTORY:** 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).<sup>1</sup> To illustrate this idea, the chart below shows Organization A's inventory. Each orange/shaded box (in the third row from the top) represents a distinct inventory record:

- Project 1 (Permanent Supportive Housing) has both current inventory and inventory under development (i.e., expected to open within one year of the HIC date);
- Project 2 (Emergency Shelter) has current inventory only, consisting of both facility-based and voucher beds.



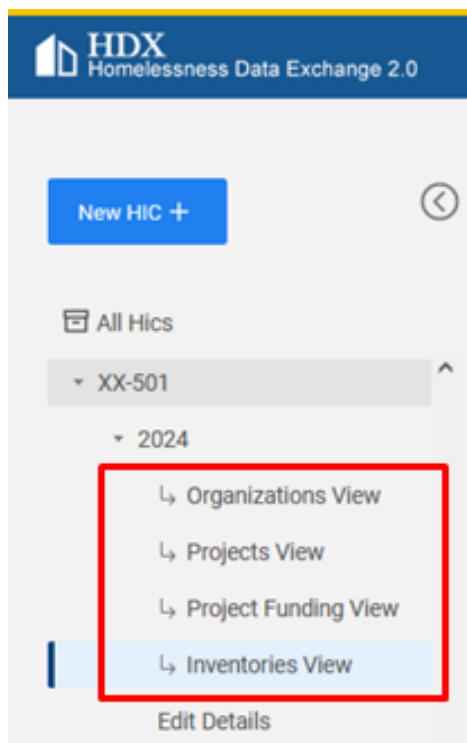
<sup>1</sup> The most common reason a project will have multiple inventory records on the HIC is if it contains inventory with different values for the Inventory Type or the Emergency Shelter Bed Type, as illustrated in the chart. However, there are also two less common reasons: (1) If a single project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

### 3.2.a Viewing and Searching within the HIC Data

The HIC module is organized to display the HIC data across four main tabs that are designed to help you review and edit organization, project, funding, and inventory data. To access any one of the HIC data components, open the year you wish to view then click on the data component name in the gray navigation tree. Each of the components are described in detail in Sections 3.4 through 3.5.

Within each view, a series of options are available to view, sort, filter, and export the data:

- Within each displayed table, you can search for specific organizations or projects using the search bar at the top left of the table (indicated by the red box in the screenshot below) or by using the filters at the top of select data fields (indicated by the red circle in the screenshot below). To clear the search and any filtering, use the “**Reset Search & Filtering**” button to the right of the search bar.



#### HIC > TS-001 > 2025 > Organizations View

Save Records Discard Changes

Reset Search & Filtering Match All Search Terms & Filters Reset to Default View Toggle Columns Export

Organization Name ↑	Organization ID	VSP	Total Projects	Total Inventories	Total Beds
C11	C11	No	2	2	19
C32	C32	No	1	1	24
D12	D12	No	1	2	67

Organization Name filters: Caring Connections, Compassionate Community

- The **Toggle Columns** button (on the top, right of the table) allows you to select which data elements to include in the display table.

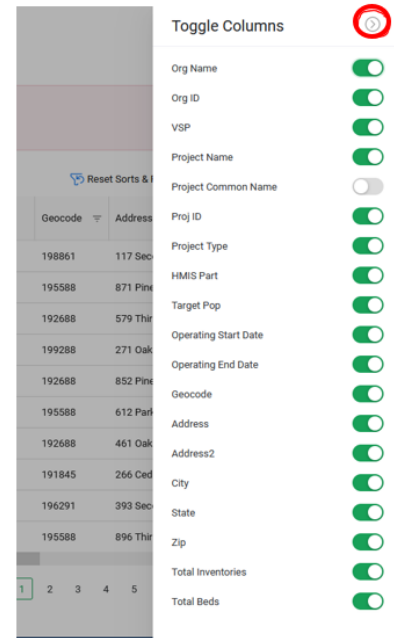
Reset Search & Filtering Match All Search Terms & Filters Reset to Default View Toggle Columns Export

Organization Name ↑	Organization ID	VSP	Total Projects	Total Inventories	Total Beds
C11	C11	No	2	2	19
C32	C32	No	1	1	24
D12	D12	No	1	2	67

Organization Name filters: Caring Connections, Compassionate Community

Once selected, a window will display indicating which data elements can be displayed. You can toggle which fields you would like displayed using the buttons. Fields that display green (toggled to the right) will be included in the table view and fields that display grey (toggled to the left) will not. To close the Toggle Columns window, click on the right pointing arrow on the top, right. The options in the Toggle Fields button vary depending on which view you are on.

- The **Export** button (blue upward pointing arrow on the top, right of the table) allows you to export the HIC data displayed in the selected view into an Excel file.



Reset Search & Filtering ☒ Match All Search Terms & Filters [Reset to Default View](#) [Toggle Columns](#) [Export](#)

Organization Name ↑	Organization ID	VSP	Total Projects	Total Inventories	Total Beds
<input type="checkbox"/> Caring Connections	C11	No	2	2	19
<input type="checkbox"/> Compassionate Community	C32	No	1	1	24
	D12	No	1	2	67

Users can also search HIC data using the Edit Details tab in the HIC navigation tree.

HDX Homelessness Data Exchange 2.0 [Home](#) [LSA](#) [HIC](#) [PIT](#) [SPM](#) [Stella P](#) [Stella M](#)

[New HIC +](#)

HIC > XX-501 > 2024 > Edit Details [Clear Form](#) [Save Records](#) [Discard Changes](#)

All Hics

- CC-001
- XX-501
  - 2024
    - Organizations View
    - Projects View
    - Project Funding View
    - Inventories View
    - Edit Details**

HIC Status

Replace Upload

Data Flags

HIC Reports

Administration

**Organization**

Select Organization

By Organization ID

By Organization Name

[New Organization +](#)

Basic Details

Organization ID

Name

**Project**

Select Project

By Project ID

By Project Name

[New Project +](#)

Basic Details

Project ID

HMIS Project Name

**Inventory**

Select Inventory

By Inventory Row

[New Inventory +](#)

Basic Details

Inventory Row

Inventory Start Date in HMIS

Inventory Type

- Users can search for an existing organization under the “Select Organization” section by using the Organization HMIS ID number or the Organization’s name. This will display basic information about the organization including whether it is a Victim Service Provider.
- To search for an existing project, select the organization that the project is under in the organization column, then use the drop downs under the Project column to search for the project by HMIS Project ID or Project Name. Once selected, you will be able to see basic information about the project including its project type, housing type, address information, geocode, and funding information.
- To search for an existing inventory record, select the organization and project that the inventory record is under in the organization and project columns, then use the drop downs under the Inventory column to search for it by Inventory Row number (this information is found in the [Inventories View](#)). Once selected, you will be able to see basic information about the inventory record including its inventory type, bed type, bed and unit information, and the PIT count for that inventory record.
- To reset the search form and begin a new search, click the blue **Clear Form** button at the top of the screen.

### 3.3 - Uploading 2025 HIC Data

**\*HUD requires all CoCs upload their HIC data using an export of their HMIS data.\***

Overall, the process for creating HIC data in the HDX 2.0 involves the following steps:

1. Uploading the HIC data exported from the CoC’s HMIS using a modified version of the LSA export (see [Section 3.3.a](#) for more details on this);
2. Reviewing organization, project, and inventory data;
3. Fixing any data errors directly in HMIS then replacing the HIC upload in the HDX 2.0;
4. Manually entering or updating any remaining HIC data that cannot be fixed in HMIS or that is not contained in HMIS, such as certain funding sources, natural disaster inventory, and PIT counts for non-HMIS participating projects;
5. Entering and reviewing PIT count data for each project inventory record; and
6. Submitting HIC data to HUD.

***NOTE: It is strongly recommended that CoCs complete any needed edits to the data directly in HMIS and replace the HIC upload with the corrected edits. CoCs should wait to make any manual edits in the HDX 2.0 until they are certain they will not need to replace their HIC upload. Replacing the HIC upload will overwrite all manual edits made to the HIC data in the HDX 2.0.***

### 3.3.a Creating 2025 HIC Data

#### Uploading HIC Data Generated by HMIS

In preparation for populating the HIC from HMIS, CoCs are reminded **that all HMIS project descriptor data elements (PDDEs) are required for all continuum projects, including projects that are not HMIS participating or comparable database participating.**

#### Step 1: Running an LSA Report for the HIC Date

To upload the HIC in the HDX 2.0, CoCs will run a Longitudinal Systems Analysis (LSA) report **with an LSA Scope of 3 (HIC)** in their HMIS for a single-day reporting period **with a report start and end date of the date of the HIC and PIT count**. For example, if your HIC and PIT count was on January 29, 2025, your report start and report end dates would both be 01/29/2025.

The result will be a single-day report that is structured the same as the 12 CSV files used for the LSA upload. CoCs will upload the resulting file to the HDX 2.0.

#### Step 2: Uploading HIC Data to the HDX 2.0

HDX 2.0 will use the Affiliation, Funder, HMISParticipation, Inventory, LSARReport, Organization, Project, and ProjectCoC .csv files to automatically populate the required information in the HIC. The report will only include inventory that is active on the HIC date as current inventory. Under development inventory will populate if it has an inventory start date after the HIC date that is no greater than one year after the HIC date. The system will group inventory by household type, appropriately distribute beds between year-round, seasonal, and overflow beds, and populate the required project and funder fields. Project-level PIT counts for HMIS-participating projects will be populated from the LSACalculated file based on the clients active on that date.

As with the LSA, it is important that users **do not open** the .csv files prior to uploading them into the HDX 2.0 as this may alter the formatting of the files and result in a rejected upload.

To upload the HIC in the HDX 2.0, log into the HDX 2.0 and navigate to the HIC tab in the top right corner of the screen.

#### The HIC Upload File

There are 12 files included in the LSA export:

- Affiliation.csv
- Funder.csv
- HMISParticipation.csv
- Inventory.csv
- LSACalculated.csv
- LSAExit.csv
- LSAHousehold.csv
- LSAPerson.csv
- LSARReport.csv
- Organization.csv
- Project.csv
- ProjectCoC.csv

CoC Name ↑	CoC Code	Year	HIC Date	Total Organizations	Total Projects	Total Beds	Total PIT Count	Total Utilization Rate	Dataset Status	Submitted
XX-501	XX-501	2024	January 25, 2024	25	80	1563	0	0	Needs CoC Review	

From there, select the blue “+ New HIC” button at the top left corner of the screen. This will take you to a new screen where you can

- Select the file to upload (the HIC report),
- Enter which CoC the upload is for under the “CoC code” field, and
- Enter any comments you would like to make about the upload file.

**HIC > New HIC Upload**

Files must meet the required HIC programming specifications in order to be successfully uploaded.

You may upload an official HUD review file for any CoC for which you have Read/Write access, as indicated in the dropdown menu below.

Note that after you have uploaded and reviewed your HIC, the report will need to be “Submitted for Review” by the user with submit privileges. Only one contact per CoC can have submit privileges. If you don't know who has submit privileges in your CoC, please ask your Primary or submit a question to the [AAQ desk](#).

Reporting year 2025

File upload \*

HIC date ⓘ

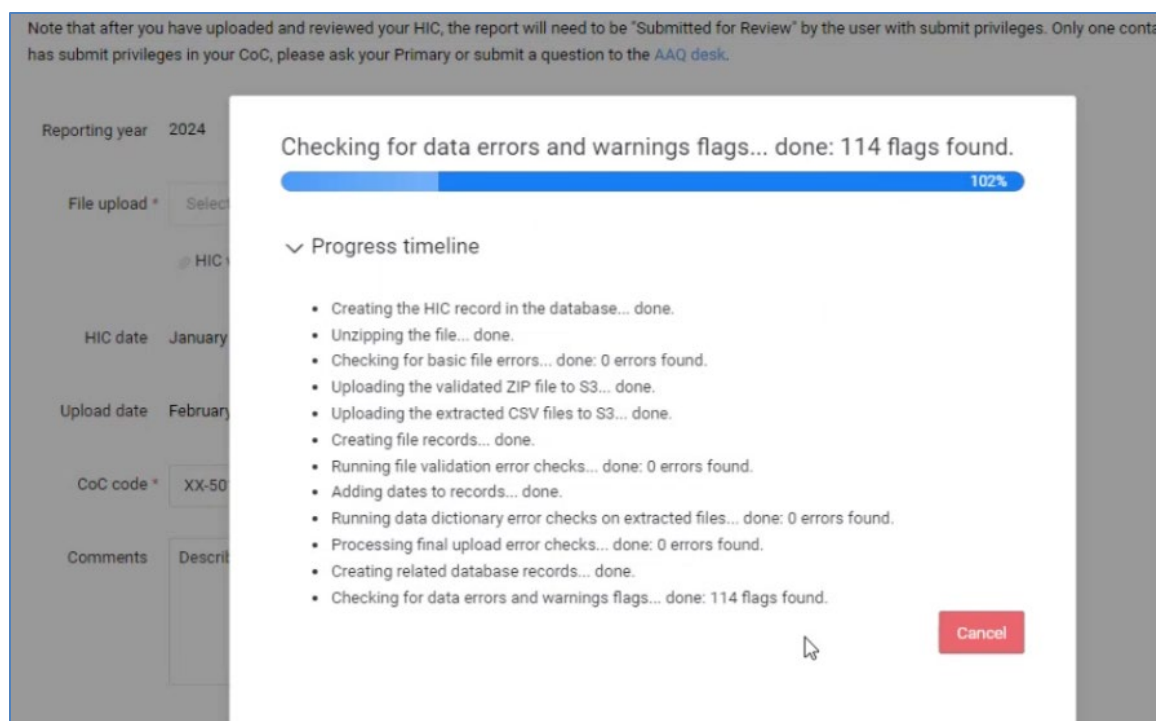
Upload date March 13, 2025

CoC code \*

Comments

The HDX 2.0 will automatically populate the date of the HIC based on the parameters specified in the upload file.

Once the required fields (indicated by a red asterisk) are filled out, press the blue “Create HIC Records” button. This will begin the file validation and upload process.

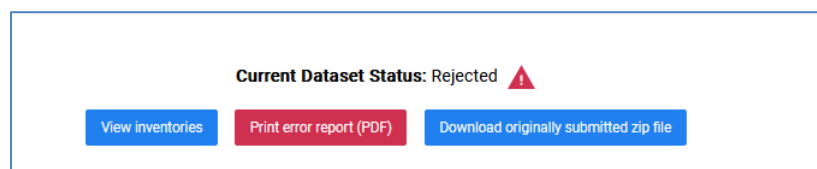


After the file validation has run, you will be taken to an “Upload Status” screen that indicates whether your upload file was accepted or rejected. This process may take a few minutes depending on the size of your file and speed of your internet connection. Your upload progress will be displayed in a popup window as each step is completed (as shown above).

- If your file was rejected, you will be able to print an error report that outlines the issues with the upload file. To do so, click on the red “Print Error Report (PDF)” button that appears toward the bottom of the popup. If needed, make corrections in your HMIS or work with your HMIS vendor to make updates to address these errors. Once addressed, you can use the [Replace Upload](#) tab to complete these steps again (see [Section 3.3.c](#)). Repeat these steps until your upload is accepted.

**Upload Error**

An upload error is a structural error that prevents a CoC from uploading a file. This may be something like the date range is incorrect, files with a missing column, or uploading data for a CoC that is different than the CoC you selected in the “Upload HIC” screen. Upload errors must be resolved before you can successfully upload data.



- If your file was accepted, click the blue “View Results” button that appears under the status at the bottom of the page. Once you have returned to the [All HICs](#) page, make sure the file you uploaded appears in the list on that page.

Form submitted successfully.

100%

✓ Progress timeline

- Creating the HIC record in the database... done.
- Unzipping the file... done.
- Checking for basic file errors... done: 0 errors found.
- Uploading the validated ZIP file to S3... done.
- Uploading the extracted CSV files to S3... done.
- Creating file records... done.
- Running file validation error checks... done: 0 errors found.
- Adding dates to records... done.
- Running data dictionary error checks on extracted files... done: 0 errors found.
- Processing final upload error checks... done: 0 errors found.
- Creating related database records... done.
- Checking for data errors and warnings flags... done: 114 flags found.
- Form submitted successfully.

View Results

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

Although the HIC upload file will contain most of the required HIC data, CoCs will still need to make the following manual adjustments (see [Sections 3.4](#) and [3.5](#) for information on how to edit data in the HDX 2.0):

- **Natural Disaster Inventory:** This Yes/No field does not exist in HMIS and will be prepopulated as “No” in your 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 funding sources in the HIC which do not have corresponding elements in the HMIS funding data. Each of these has been prepopulated as “No” (i.e., not selected). If any of these legacy or new McKinney-Vento sources apply to any of your projects, you will need to manually change the response in that inventory record:
  - Youth Homeless Demonstration Program (YHDP) Renewals
  - Shelter Plus Care Program (S + C)
  - Section 8 Moderate Rehabilitation Single-Room Occupancy program (SRO), including grants formerly funded under McKinney-Vento but renewed under Section 8
  - Supportive Housing Program
- **Point-in-Time Count of People in Beds:** For projects that do not participate in HMIS or participate in comparable databases, you will need to manually enter the unduplicated number of persons served on the night of the count in the PIT Count field for each project’s inventory record.
- **Rapid Rehousing Bed and Unit Inventory:** The HDX will not be able to adjust the bed and unit inventory by household type to match the number of beds occupied on the



night of the HIC. You will need to manually update the inventory for these projects to only reflect inventory occupied on the night of the count.

- **Project and Inventory Records for Non-HMIS Participating SSVF-EHA ES Hotel/Motel Beds:** 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. The HDX 2.0 will create this ES project from the HIC upload if the CoC has set up an ES inventory record for the EHA beds in their HMIS. If you cannot enter these beds in HMIS, you must manually add these project(s)/inventory records in the HDX 2.0. (See [Section 3.1.b](#) for more details on this).
- **PIT Count Data for Grant Per Diem (GPD) Projects with Clients in Hotel/Motel 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. If you have this set up differently in your HMIS, you may need to manually correct the data in the HDX 2.0 to comply with this guidance. (See [Section 3.1.c](#) for more details on this).

Other adjustments may be made within the HDX 2.0 system. However, HUD generally expects that CoCs will correct the data directly in HMIS and re-run/re-upload the report. This way your CoC's HMIS contains the most accurate data.

**REMINDER: *It is strongly recommended that CoCs complete any needed edits to the data directly in HMIS and replace the HIC upload with the corrected edits. CoCs should wait to make any manual edits in the HDX 2.0 until they are certain they will not need to replace their HIC upload. Replacing the HIC upload will overwrite all manual edits made to the HIC data in the HDX 2.0.***

### **3.3.b HIC Status Overview**

Once you have attempted a HIC upload, you can view details about the HIC in the HIC Status tab in the navigation tree. This is also where you would go to submit your HIC data to HUD once you have finalized the data, cleared all errors, and responded to all warnings.

> Please read the following brief notes before continuing

Current dataset status: Needs CoC Review

Change status: Needs CoC Review Submit

If you want to submit this file for official review, the next step is to address any errors or warnings you have and submit your data.

HIC Date:	January 28, 2025
Submission Type:	official
CoC:	SMville
Date Created:	March 19, 2025
Last Updated On:	March 19, 2025
Last Updated By:	Siteadminatabt @Abt
Submitted On:	-
Submitted By:	-
Upload Name:	-
Uploaded By:	Siteadminatabt @Abt
File:	submittable-hic-upload-sm-001-20250317.zip
File Size:	37.7 KB
Description:	-

Current Dataset Status: Needs CoC Review ✓

View inventories View current data errors and warnings Download originally submitted zip file

Actions available from the HIC Status tab:

- Submit 2025 HIC data
  - **Note: The HIC can only be submitted once all errors are resolved and all warnings have notes associated with them. PIT count data must be submitted separately in the PIT Module.**
- See the date the CoC conducted the HIC count
- See when and by whom the CoC's HIC was last updated
- View HIC upload file information
- Navigate to the inventories page or data errors and warnings page
- Navigate to view the current data errors and warnings associated with the uploaded HIC
- Download the originally submitted HIC zip file.

### 3.3.c Replace Upload Overview

If your HIC upload is rejected, or if after successfully uploading your HIC you find that you needed to edit data in HMIS and replace the data in the HDX 2.0, you can do so from the Replace Upload tab. **Note that if you replace your HIC upload, all existing data – including any manual edits made to the data – will be overwritten.**

To replace the upload, navigate to the Replace Upload screen from the HIC navigation tree on the left side of the screen. Use the “select a file” field next to File Upload to search for the HIC

file you would like to upload then press the blue “Replace HIC Records” button. This will start the HIC upload and data verification process described above.

HomeLSAHICPITSPMStella PStella M

New HIC +

All HICs

Search

AA-001

2024

2025

Organizations View

Projects View

Project Funding View

Inventories View

Edit Details

HIC Status

Replace Upload

Data Flags

AA-123

AK-500

AL-505

AL-507

RR-001

HIC Reports

Administration

HIC > AA-001 > 2025 > Replace HIC Upload

Files must meet the required HIC programming specifications in order to be successfully uploaded.

You may upload an official HUD review file for any CoC for which you have Read/Write access, as indicated in the dropdown menu below.

Note that after you have uploaded and reviewed your HIC, the report will need to be "Submitted for Review" by the user with submit privileges. Only one contact per CoC can have submit privileges. If you don't know who has submit privileges in your CoC, please ask your Primary or submit a question to the [AAQ desk](#).

Caution

There are existing inventory data for this CoC in 2025. These data will be overwritten if you replace the upload.

Upload name

HIC Upload\_Alphaville

CoC

Alphaville

Comments

Comments or file description

File upload \*

Select a file

HIC date

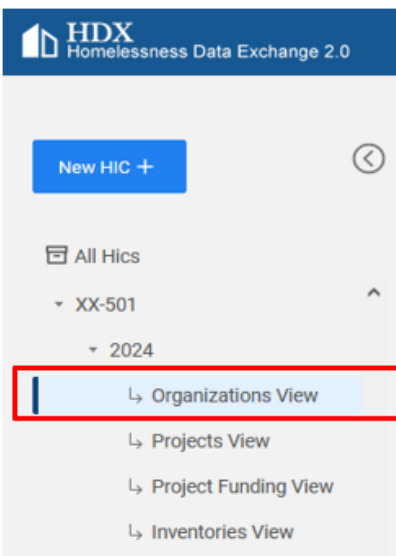
Cancel

Replace HIC Records

## 3.4 - Organization and Project Information

### 3.4.a Viewing and Editing Data in the Organizations View

Actions available from the Organizations View:



- Review a list of all organizations included in the CoC's HIC;
- Review the total number of projects and inventories associated with an organization;
- Review the total number of beds associated with an organization;
- Search for organizations;
- Export the organization data to Excel;
- Sort and filter the view of organizations listed;
- Edit the basic characteristics of an existing organization; and
- Edit the name of an existing organization.

#### Viewing Organization Data

In the Organizations View, you will be able to see and edit (some of) the following information about an organization record:

- **Organization Name:** The name of the organization as entered in HMIS
- **Organization ID:** The organization's HMIS ID number
- **VSP:** Whether or not the project is a Victim Service Provider (Yes/No)
- **Total Projects:** The total number of projects associated with this organization in the HIC (summed field, not editable)
- **Total Inventories:** The total number of inventory records associated with projects under this organization in the HIC (summed field, not editable)
- **Total Beds:** The total number of beds associated with the inventories and projects under this organization in the HIC (summed field, not editable)

#### Editing Organization Data

To apply edits to the data in the Organizations View, hover your mouse to the right of the data field you would like to edit and click the pencil icon that appears. This will open an editable field. Please make your edit in the field and press the checkmark that appears after entering the edit. To clear any edits made, press the undo (circular arrow) button to the right of the checkmark. Once you have made any edits to the data using this edit feature, be sure to press the green "Save Records" button at the top right of the table. To discard all manual edits applied, press the orange "Discard Changes" button at the top right of the table.

Reset Search

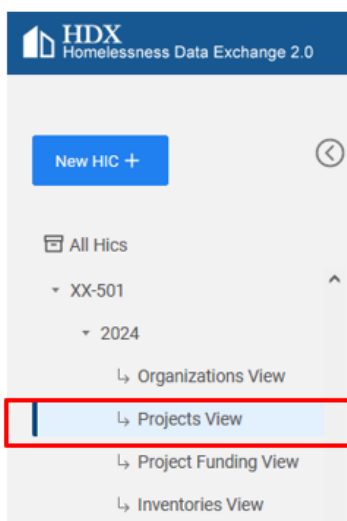
Reset Sorts & Filters Toggle Columns Export

Organization Name ↑ ▾	Organization ID ▾	VSP ▾	Total Projects	Total Inventories	Total Beds
Organization J	106	No	3	3	111
Organization R	109	No	2	2	9
Organization S	119	No	2	2	78

Org Name ↑ ▾	Org ID ▾	VSP ▾	Project Name ▾
Organization J	106	No	Organization J - ES - 2
Organization R	109	No	Organization R - TH

### 3.4.b Viewing and Editing Data in the Projects View

Actions available from the Projects view:



- Review a list of all organizations and projects included in the CoC's HIC;
- Review the total number of inventories and beds associated with a project;
- Search for organizations or projects;
- Export the organization and project data to Excel;
- Sort and filter the view of organizations and projects listed; and
- Edit the basic characteristics of an existing project including project type, HMIS participation status, target population, operating start and end dates, geocode, and address.

#### Viewing Project Data

In the Projects View, you will be able to see and edit (some of) the following information about a project record:

- **Organization Name:** The name of the organization as entered in HMIS that the project is associated with
- **Organization ID:** The organization HMIS ID number that the project is associated with
- **VSP:** Whether or not the organization the project is under is a Victim Service Provider (Yes/No)
- **Project Name:** The project name, as entered in HMIS
- **Project ID:** The ID number assigned to the project in HMIS
- **Project Type:** The project type (ES, TH, SH, RRH, OPH, PSH)

- **HMIS Participation Status (HMIS Part):** Whether or not the project is HMIS Participating (Y), Not Participating (N), or Comparable Database Participating (C)
- **Target Population (Target Pop):** Whether the project has a target population of survivors of domestic violence (DV) or people with HIV/AIDS (HIV) or none (N/A)
- **Operating Start Date:** The date the project started, or is expected to start (for under development projects), serving clients
- **Operating End Date:** The date the project closed
- **Geocode:** The geocode associated with the geographic location of the principal project service site
- **Address/Address2:** The street address associated with the project service site (where most project housing is located in the CoC geographic area)
- **City:** The city associated with the project service site (where most project housing is located in the CoC geographic area)
- **State:** The state associated with the project service site (where most project housing is located in the CoC geographic area)
- **Zip code (Zip):** The zip code associated with the project service site (where most project housing is located in the CoC geographic area). For VSP projects, this is the only required address element.
- **Total Inventories:** The total number of inventory records associated with the listed project in the HIC (summed field, not editable)
- **Total Beds:** The total number of beds associated with the listed project in the HIC (summed field, not editable)

### Editing Project Data

To apply edits to the data in the Projects View, hover your mouse to the right of the data field you would like to edit and click the pencil icon that appears. This will open an editable field. Please make your edit in the field and press the checkmark that appears after entering the edit. To clear any edits made, press the undo (circular arrow) button to the right of the checkmark. Once you have made any edits to the data using this edit feature, be sure to press the green “Save Records” button at the top right of the table. To discard all manual edits applied, press the orange “Discard Changes” button at the top right of the table.

HIC > XX-501 > 2024 > Projects View

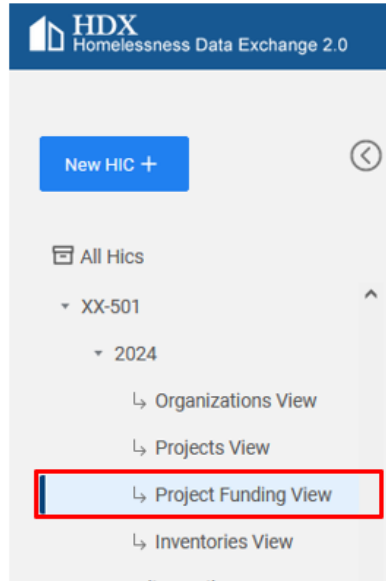


Org Name	Org ID	VSP	Project Name	Proj ID	Project Type	HMIS Part	Target Pop	Operating Start Date	Operating End Date
Organization J	5	No	Organization J - ES - 2	1081		Y	NA	March 14, 2013	
Organization									

Org Name	Org ID	VSP	Project Name
Organization	55	No	Organization J - ES - 2
Organization	6	No	Organization R - TH

### 3.4.c Viewing and Editing Data in the Project Funding View

Actions available from the Project Funding view:



- Review a list of all organizations and projects included in the CoC's HIC;
- Review the total number of inventories and beds associated with a project;
- Search for organizations and projects, and filter for projects funded by specific funding sources;
- Export the organization, project, and project funding data to Excel;
- Sort and filter the view of organizations, projects, and funding sources listed; and
- Edit the basic characteristics of an existing project including project type, HMIS participation status, target population, and funding sources.

#### Viewing Project Funding Data

In the Project Funding View, you will be able to see and edit (some of) the following information about a project record:

- **Organization Name:** The name of the organization as entered in HMIS that the project is associated with
- **Organization ID:** The organization HMIS ID number that the project is associated with
- **VSP:** Whether or not the project is a Victim Service Provider (Yes/No)
- **Project Name:** The project name, as entered in HMIS
- **Project ID:** The ID number assigned to the project in HMIS
- **Project Type:** The project type (ES, TH, SH, RRH, OPH, PSH)
- **HMIS Participation Status (HMIS Part):** Whether or not the project is HMIS Participating (Y), Not Participating (N), or Comparable Database Participating (C)
- **Target Population (Target Pop):** Whether the project has a target population of survivors of domestic violence (DV), people with HIV/AIDS (HIV), or None (NA)
- **The following McKinney-Vento and other federal funding sources:**
  - **ESG-ES** – Emergency Solutions Grants for Emergency Shelter
  - **ESG-RRH** – Emergency Solutions Grants for Rapid Rehousing
  - **ESG-CV** – Emergency Solutions Grants, Coronavirus
  - **ESG-RUSH** – Emergency Solutions Grants Rapid Unsheltered Survivor Housing (RUSH)
  - **CoC-SH** – Continuum of Care Program (CoC) – Safe Haven
  - **CoC-TH** – Continuum of Care Program (CoC) – Transitional Housing
  - **CoC-PSH** – Continuum of Care Program (CoC) – Permanent Supportive Housing
  - **CoC-RRH** – Continuum of Care Program (CoC) – Rapid Rehousing
  - **CoC-SRO** – Continuum of Care Program (CoC) – Single Room Occupancy
  - **CoC-TH-RRH** – Continuum of Care Program (CoC) – Joint Component TH/RRH
  - **SPC** – HUD Shelter Plus Care Program

- **S8** – HUD Section 8 Moderate Rehabilitation - Single Room Occupancy (SRO) Program
- **SHP** – HUD Supportive Housing Program
- **CoC-YHDP** – HUD Youth Homeless Demonstration Program (YHDP)
- **CoC-YHDP Ren** – Continuum of Care Program (CoC) – Youth Homeless Demonstration Program (YHDP) renewals
- **ESG-UNSHN** – HUD Unsheltered Special NOFO
- **ESG-RURALN** – HUD Rural Special NOFO
- **HUD-VASH** – HUD/VA Supportive Housing
- **VA-SSVF** – VA: Supportive Services for Veteran Families Program (SSVF)
- **VA-GPD-BH** – VA: Grant and Per Diem Program (GPD) – Bridge Housing
- **VA-GPD-LD** – VA: Grant and Per Diem Program (GPD) – Low Demand
- **VA-GPD-HTH** – VA: Grant and Per Diem Program (GPD) – Hospital to Housing
- **VA-GPD-CT** – VA: Grant and Per Diem Program (GPD) – Clinical Treatment
- **VA-GPD-SITH** – VA: Grant and Per Diem Program (GPD) – Service Intensive Transitional Housing
- **VA-GPD-TIP** – VA: Grant and Per Diem Program (GPD) – Transition in Place
- **VA-CRS** – VA: CRS Contract Residential Services (HCHV CRS: EH)
- **VA-CCSHP** – VA: Community Contract Safe Haven Program (HCHV/SH)
- **RHY-BCP** – HHS: RHY Basic Center Program (BCP)
- **RHY-MGH** – HHS: RHY Maternity Group Homes for Pregnant and Parenting Youth (MGH)
- **RHY-TLP** – HHS: RHY Transitional Living Program (TLP)
- **RHY-BDP** – HHS: RHY Demonstration Project
- **HOPWA-HMV** – HUD: Housing Opportunities for Persons With AIDS (HOPWA) – Hotel/Motel Vouchers
- **HOPWA-PH** – HUD: Housing Opportunities for Persons With AIDS (HOPWA) – Permanent Housing Placement (facility based or TBRA)
- **HOPWA-STSF** – HUD: Housing Opportunities for Persons With AIDS (HOPWA) – Short-Term Supportive Facility
- **HOPWA-TH** – HUD: Housing Opportunities for Persons With AIDS (HOPWA) – Transitional Housing (facility-based or TBRA)
- **HOPWA-CV** – HUD: Housing Opportunities for Persons With AIDS (HOPWA) – Coronavirus (CV)
- **HUD-PIH** – HUD Public and Indian Housing (PIH) programs (non-VASH), including public housing and housing choice voucher inventory that is dedicated to persons experiencing homelessness
- **PIH-EHV** – HUD: PIH (Emergency Housing Voucher)
- **HOME** – HUD: HOME
- **HOME-ARP** – HUD: HOME (ARP)
- **Other Federal Funding** – Other federal funding sources not listed above
- **Other (Specify)** – Open text field to specify the other federal funding source the project received funding from.
- **Geocode:** The geocode associated with the geographic location of the principal project service site



- **Address/Address2:** The street address associated with the project service site (where most project housing is located in the CoC geographic area)
- **City:** The city associated with the project service site (where most project housing is located in the CoC geographic area)
- **State:** The state associated with the project service site (where most project housing is located in the CoC geographic area)
- **Zip code (Zip):** The zip code associated with the project service site (where most project housing is located in the CoC geographic area). For VSP projects, this is the only required address element.
- **Total Inventories:** The total number of inventory records associated with the listed project in the HIC (summed field, not editable)
- **Total Beds:** The total number of beds associated with the listed project in the HIC (summed field, not editable)

### Editing Project Funding Data

To apply edits to the data in the Project Funding View, hover your mouse to the right of the data field you would like to edit and click the pencil icon that appears. This will open an editable field. Please make your edit in the field and press the checkmark that appears after entering the edit. To clear any edits made, press the undo (circular arrow) button to the right of the checkmark. Once you have made any edits to the data using this edit feature, be sure to press the green “Save Records” button at the top right of the table. To discard all manual edits applied, press the orange “Discard Changes” button at the top right of the table.

HIC > XX-501 > 2024 > Project Funding View

Save Records

Discard Changes

Reset Search
Reset Sorts & Filters
Toggle Columns
Export

Org Name ↑	Org ID	VSP	Project Name	Proj ID	Proj Type	HMIS Part	Target Pop	ESG-ES	ESG-RRH
Organization J	55	No	Organization J - ES - 2	1081		Y	NA	No	No

Org Name ↑	Org ID	VSP	Project Name
Organization J	55	No	Organization J - ES - 2
Organization K	6	No	Organization K - TH

### 3.4.d Editing or Deleting Organization and Project Data in the Edit Details Tab

From the Edit Details tab, you can edit the details for or delete an existing organization or project.

#### Editing and Deleting Organization Data

Search for an existing organization under the “Select Organization” section. Once selected you can either:

- Edit the details for that organization under the “Basic Details” section, or
- Delete the organization and all associated projects and inventories using the red delete button under the “Delete Organization” section. Users will receive a pop-up window to allow the user to confirm that they want to delete the selected organization. Once deleted, organizations can only be restored by reuploading the HIC or manually reentering the deleted organization and any associated project and inventory records.

#### Editing and Deleting Project Data

Search for an existing Project under the “Select Project” section. Once selected you can either:

- Edit the details for that project under the “Basic Details” “Location” and “Funding” sections (click on the > to expand the view of those sections). Add any notes needed at the project-level using the notes open-text box.
- Reassign the project to a different organization under the “Reassign to Organization” section. Click the carrot (V) to expand the view then select the Organization HMIS ID or Organization Name of the organization you would like the project reassigned to under the drop downs. Press the green “Apply” button to apply the changes or the Cancel button to cancel any edits. In the example to the right, Project “Organization D – TH- 2” with HMIS Project ID 388 would be reassigned to Organization C, with HMIS Organization ID 28.
- Delete the project and all associated inventories using the red Delete button under the “Delete Project” section. You will receive a pop-up

**Organization**

Select Organization

By Organization ID 40

By Organization Name Organization D

New Organization +

Basic Details

Organization ID 40

Name Organization D

Victim Service Provider ☐

Delete Organization

Delete entire organization and all associated projects and inventories?

Delete

**Project**

Select Project

By Project ID 388

By Project Name Organization D - TH - 2

New Project +

Basic Details

Location

Funding

Notes

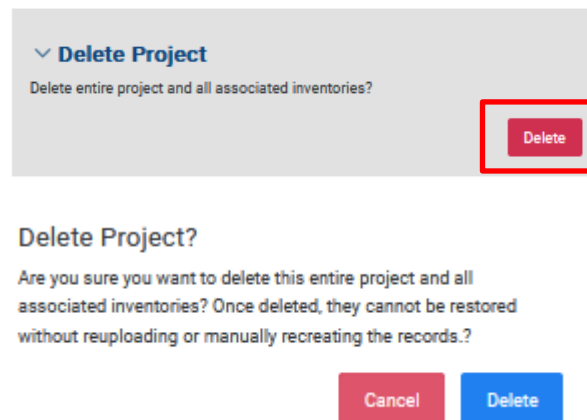
Reassign to Organization

By Organization ID 28

By Organization Name Organization C

Cancel Apply

window asking you to confirm that you want to delete the selected project. Once deleted, projects can only be restored by reuploading the HIC or manually reentering the deleted project and inventory records.



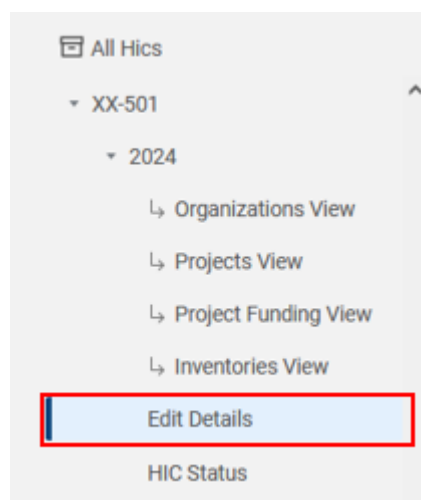
The image shows a confirmation dialog for deleting a project. At the top, it says "Delete Project" with a dropdown arrow. Below that, it asks "Delete entire project and all associated inventories?". A red box highlights a "Delete" button. Below the dialog, the text "Delete Project?" is followed by a warning: "Are you sure you want to delete this entire project and all associated inventories? Once deleted, they cannot be restored without reuploading or manually recreating the records.?" At the bottom, there are two buttons: "Cancel" and "Delete".

If you have used the Select Organization, Select Project, or Select Inventory drop down lists to view specific records in the Edit Details tab, you can clear your selections using the blue “Clear Form” button on the top right corner of the table. This will return you to the default view.



The image shows a navigation bar for the HIC. It includes a "New HIC +" button, a breadcrumb trail "HIC > XX-501 > 2024 > Edit Details", and three buttons: "Clear Form" (highlighted with a red box), "Clear Records", and "Clear Columns".

### 3.4.e Adding New Organizations and Projects to the HIC



The image shows a navigation tree for the HIC. It starts with "All Hics", followed by a dropdown for "XX-501", and then a dropdown for "2024". Under "2024", there are five options: "Organizations View", "Projects View", "Project Funding View", "Inventories View", and "Edit Details" (highlighted with a red box). At the bottom, there is a "HIC Status" option.

If you need to add a new organization or project to the HIC, it is ***strongly recommended*** that you add the organization or project to your HMIS and replace your HIC upload so the organization or project is populated from data within your HMIS. If this is not possible, the HDX 2.0 will allow users to manually add organizations and projects to the HIC.

To add a new organization and project, click on the Edit Details tab of the HIC navigation tree.

Once on the Edit Details page, you will see three columns, one to edit organization-level data, one to edit project-level data, and one to edit inventory-level data.

## Adding a New Organization

Add a new Organization using the “New Organization +” button (blue button on the leftmost column). Once pressed this button will open a popup window for creating a new organization.

Enter the following required information about the new organization:

### **Organization ID**

Enter the ID associated with the organization in HMIS.

### **Name**

Enter the name of the organization providing shelter or housing to people currently or formerly experiencing homelessness. 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 (VSP) organization, consistent with [HUD's guidance](#), toggle the button to the right. It will display green. This means the organization is a VSP. If the organization is not a VSP, leave the button as is (grey with the button to the left). We do not expect that any projects within a VSP organization will be marked as HMIS participating. Note that an organization can select “No” and still have projects that have survivors of domestic violence as the target population.

Once you have entered this information, you will be prompted to either press the green Save button to add the organization to your HIC or press the red Cancel button to cancel the request.

## Adding a New Project

Add a new Project by selecting which organization the project should be added to under the “Select Organization” column. Once selected, use the “New Project +” button (blue button on the middle column). This button will open a popup window for creating a new project.

Enter the following required information for the new project:

### **Project ID**

Enter the project ID associated with the project in HMIS.

### **HMIS Project Name**

Enter the project name as it is listed in HMIS.

### **Common Name**

If the project is often referred to by a name other than what is in HMIS as the official project name, you may enter that name here.

### **Project Type**

From the drop-down menu, select the appropriate project type and sub-type.

### **Operating Start Date**

Input the first day on which a project provided (or will provide for under development projects) services and/or housing. This field is required for under development projects and for seasonal beds.

### **Operating End Date**

If applicable, input the last day on which the project provided or is expected to provide services and/or housing. This field is required for seasonal beds.

### **HMIS Participation Status**

From the drop-down menu, select whether the project is HMIS Participating, Not Participating, or Comparable Database Participating.

### **Target Population**

From the drop-down menu, 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."

### **Housing Type**

From the drop-down menu, select the "Housing Type." The Housing Type options are: (1) site-based – single site; (2) site-based – clustered / multiple sites; or (3) tenant-based - scattered site.

### **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:

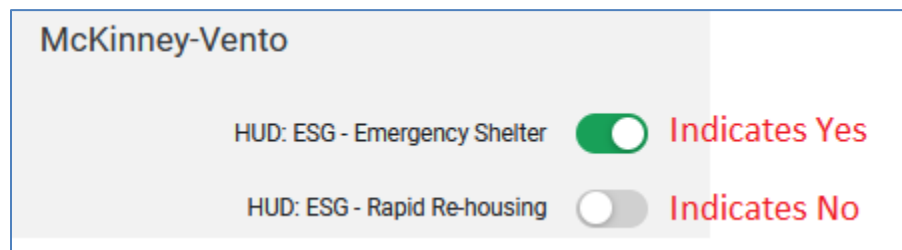
<https://www.hud.gov/sites/dfiles/CPD/documents/FY-2022-GeoCodes-Report.pdf>.

### **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.

### **McKinney-Vento Funding**

Indicate whether the project receives any of the listed HUD McKinney-Vento funding sources. The grey button with the toggle to the left indicates "no." To select "yes" toggle the button to the right so it displays green.



McKinney-Vento	
HUD: ESG - Emergency Shelter	<input checked="" type="checkbox"/> Indicates Yes
HUD: ESG - Rapid Re-housing	<input type="checkbox"/> Indicates No

If the project does not receive any McKinney-Vento funding, keep this section auto-filled as “No” to all the McKinney-Vento funding source options. If there are multiple McKinney-Vento funding sources, select all that apply.

*Note: CoCs should only select Shelter Plus Care, SRO, or Supportive Housing Program as the McKinney-Vento funding source if they are still receiving funding under one of these legacy programs 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**

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

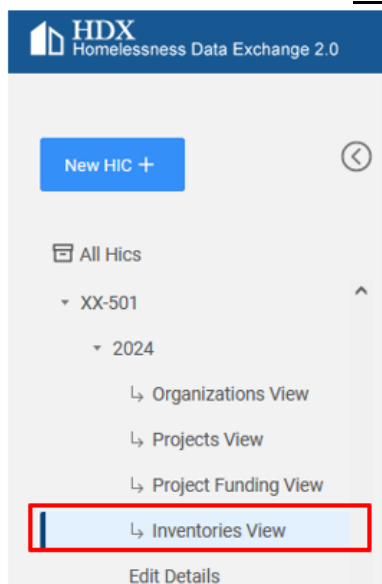
The VA: Grant and Per Diem Program (GPD), the VA: HCHV Contract Residential Services Program, and the HUD Housing Opportunities for Persons with AIDS (HOPWA) Program individually lists all of the HMIS sub-data element options relevant to those programs.

Once you have entered this information, you will be prompted to either press the green “Save” button to add the project to your HIC or press the red “Cancel” button to cancel the request. See [Section 3.5.c](#) for how to add inventory to the newly created project.

## **3.5 - Project Inventory Details**

### ***3.5.a Viewing and Editing Data in the Inventories View***

Actions available from the Inventories view:



- Review a list of all organizations, projects, and inventory records included in the CoC’s HIC.
- Search and filter for organizations, projects, household type, inventory type, and bed types.
- Export the data displayed to Excel.
- Edit the basic characteristics of an existing project including household type, inventory type, bed inventory, seasonal bed start and end dates, and PIT count.
- Edit the name of an existing organization or project.
- Review and edit the inventory associated with each project.

## Viewing Inventory Data

The Inventories View is a wide table. You can navigate to the various fields displayed using the scroll feature on the right side of the table, or the scroll bar at the bottom of the table (hover at the bottom of the table to activate). If you have a lot of inventory records in your HIC, they will display across several pages. Use the page numbers at the bottom of the table to navigate to the next page or change the default number of records displayed in the table.

Reset Search & Filtering

Match All Search Terms & Filters

Reset to Default View

Toggle Columns

Export

Project Name	Year-Round CO Beds	Year-Round CO Beds - Chronic	Year-Round Beds	Seasonal Beds	Seasonal Beds - Start Date	Seasonal Beds - End Date	Overflow Beds	Total Beds	PIT Count	Utilization Rate (%)
Safe Entry-Exit Shelter	0	21	0				0	21	0	0
Dynamic Entry-Exit Shelter	0	29	0				0	29	0	0
Peaceful Entry-Exit Shelter	0	23	0				0	23	0	0
Hope Entry-Exit Shelter	0	44	0				0	44	0	0
Kindness Entry-Exit Shelter	0	20	0				0	20	0	0
Inspired Permanent Housing No Services	0	40	0				0	40	0	0
Dream Entry-Exit Shelter	0	37	20	December 1, 2024	March 1, 2025		0	57	0	0
Dream Entry-Exit Shelter	0	0	0				10	10	0	0
Loving Transitional Housing	0	14	0				0	14	0	0
Neighborhood Permanent Supportive Housing	0	96	0				0	96	0	0
Totals	0	1712	20				10	1742	1438	83

Items 11 - 20 of 53 results

1

2

3

4

5

6

>

10 / page

In the inventories view, you will also be able to see the total bed inventory for your CoC in the bottom totals row. This row shows you the total bed inventory for all projects in the HIC, not just on the displayed page. It will also update based on filter criteria applied so you can see your total bed inventory or PIT count for certain projects, such as all emergency shelter, safe haven, and transitional housing inventory to make validating your HIC and PIT sheltered counts easier.

[Reset Search & Filtering](#)
[Match All Search Terms & Filters](#)
[Reset to Default View](#)
[Toggle Columns](#)
[Export](#)

Project Name	Year-Round CO Beds	Year-Round CO Beds - Chronic	Year-Round Beds	Seasonal Beds	Seasonal Beds - Start Date	Seasonal Beds - End Date	Overflow Beds	Total Beds	PIT Count	Utilization Rate (%)
Safe Entry-Exit Shelter	0	21	0				0	21	0	0
Dynamic Entry-Exit Shelter	0	29	0				0	29	0	0
Peaceful Entry-Exit Shelter	0	23	0				0	23	0	0
Hope Entry-Exit Shelter	0	44	0				0	44	0	0
Kindness Entry-Exit Shelter	0	20	0				0	20	0	0
Inspired Permanent Housing No Services	0	40	0				0	40	0	0
Dream Entry-Exit Shelter	0	37	20		December 1, 2024	March 1, 2025	0	57	0	0
Dream Entry-Exit Shelter	0	0	0				10	10	0	0
Loving Transitional Housing	0	14	0				0	14	0	0
Neighborhood Permanent Supportive Housing	0	96	0				0	96	0	0
Totals	0	1712	20				10	1742	1438	83

Items 11 - 20 of 53 results

<

1

2

3

4

5

6

>

10 / page



In the Inventories View, you will be able to see and edit (some of) the following information about an inventory record:

- **Row:** This is the Inventory Row number that will be needed to edit the inventory record in the Edit Details tab (*system generated field, not editable*)
- **Organization Name:** The name of the organization as entered in HMIS that the project is associated with
- **Organization ID:** The organization HMIS ID number that the project is associated with
- **VSP:** Whether or not the organization the project is under is a Victim Service Provider (Yes/No)
- **Project Name:** The project name, as entered in HMIS
- **Project ID:** The ID number assigned to the project in HMIS
- **Project Type:** The project type (ES, TH, SH, RRH, OPH, PSH)
- **HMIS Participation Status (HMIS Part):** Whether or not the project is HMIS Participating (Y), Not Participating (N), or Comparable Database Participating (C)
- **Natural Disaster:** To indicate whether the inventory is associated with a natural disaster
- **Target Population (Target Pop):** Whether the project has a target population of survivors of domestic violence (DV) or people with HIV/AIDS (HIV) or none (N/A)
- **Housing Type:** The project's Housing Type (e.g., site-based - single-site; site-based – clustered/multiple sites; or tenant based - scattered-site).
- **Inventory Type (Inv Type):** Current (C) or Under Development (U)
- **Bed Type:** facility-based beds (F), voucher beds (V), and other beds (O) (*ES projects only*)
- **Year-round beds and units for households with adults and children** (Year-Round AC Beds/Units)
- **Year-round chronically homeless dedicated beds for adults with children** (Year-Round AC beds – Chronic) (*PSH Projects Only*)
- **Year-round veteran dedicated beds for adults with children** (Year-Round AC beds – Veteran)
- **Year-round youth dedicated beds for adults with children** (Year-Round AC beds – Youth)
- **Year-round beds for households with adults only** (Year-Round AO Beds)
- **Year-round chronically homeless dedicated beds for adults only** (Year-Round AO beds – Chronic) (*PSH Projects Only*)
- **Year-round veteran dedicated beds for adults only** (Year-Round AO beds – Veteran)
- **Year-round youth dedicated beds for adults only** (Year-Round AO beds – Youth)
- **Year-round beds for households with children only** (Year-Round CO Beds)
- **Year-round chronically homeless dedicated beds for children only** (Year-Round CO beds – Chronic) (*PSH Projects Only*)
- **Total year-round beds:** The total number of Year-Round AC, AO, and CO beds entered for the inventory record (*summed field, not editable*)
- **Seasonal Beds** (*ES Projects Only*)
- **Seasonal bed start and end dates** (*ES Projects Only*)
- **Overflow Bed Count** (*ES Projects Only*)
- **Total overflow beds** (*summed field, not editable*)

- **Total beds:** The total number of Year-Round AC, AO, and CO, seasonal beds, and overflow beds for the inventory record (*summed field, not editable*)
- **Point-in-time (PIT) Count:** Total number of people occupying the inventory on the night of the HIC and PIT count
- **Utilization rate:** The percentage of beds occupied on the night of the HIC for the inventory record (*calculated field, not editable*)

**NOTE:** The HDX 2.0 will assign bed and unit inventory by household type based on how the inventory is recorded in your HMIS. The HIC upload will combine the separate records in your HMIS to show all inventory dedicated to AC beds, AO beds, and CO beds together in the same HIC record, as long as the project type, housing type (single site, scattered site, etc.), and inventory type (current/under development) are the same. Seasonal and overflow beds will also be rolled up for ES projects, if applicable.

### Editing Inventory Data

To apply edits to the data in the Inventories View, hover your mouse to the right of the data field you would like to edit and click the pencil icon that appears. This will open an editable field. Please make your edit in the field and press the checkmark that appears after entering the edit. To clear any edits made, press the undo (circular arrow) button to the right of the checkmark. Once you have made any edits to the data using this edit feature, be sure to press the green “Save Records” button at the top right of the table. To discard all manual edits applied, press the orange “Discard Changes” button at the top right of the table.

HIC > XX-501 > 2024 > Inventories View

Save Records Discard Changes

Row	Org Name	Org ID	VSP	Project Name	Proj ID	Proj Type	HMIS Part	Target Pop	Inv Type	Bed Type	Year-Round AC Beds	Year-Round AC Units	Year-Round AC Beds - Chronic
1	Organization H	49	No	Organization H - TH	40	TH	Y	NA	C		0	0	0
2	Organization Q	106	No	Organization Q - TH	55	TH	Y	NA	C		16	4	0

Org Name	Org ID	VSP	Project Name
Organization J	55	No	Organization J - ES - 2
Organization R	6	No	Organization R - TH

### 3.5.b Editing, Reassigning, or Deleting Inventory Data in the Edit Details Tab

From the Edit Details tab, you can edit the details for or delete an existing inventory record. To start, search for an existing Inventory record under the “Select Inventory” section by entering the Inventory Row number as displayed on the “Inventories View” page. You can narrow down the list of which Inventory Rows are displayed in the dropdown by first selecting a project or organization in the “Organization” and “Project” columns. This will limit the dropdown of Inventory Rows to just inventories associated with that project or organization.

#### Editing Inventory Data

You may edit the details for the selected inventory record under the “Basic Details” and/or “All Year-Round Beds/Units for Households” sections by clicking on the right pointing carrot (>) to expand the view of those sections. You can also update or add the number of people served by that inventory on the night of the HIC and PIT count in the “PIT Count” field. Users may also add any notes needed at the inventory-level using the notes open-text box.

#### Reassigning Inventory

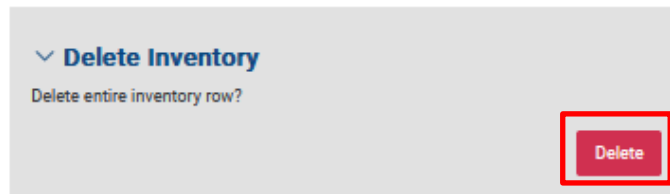
You can reassign a selected inventory record to a different project using the “Reassign to Project” section. Click the downward carrot (v) to expand the view then select the Project HMIS ID number or Project Name of the project you would like the inventory reassigned to under the drop down. Press the green “Apply” button to apply the changes or the Cancel button to cancel any edits. In the example to the right, Inventory Row 11 would be reassigned to Project “Organization Q - TH” with HMIS Project ID 55.

#### Deleting an Inventory Record

You can delete the selected inventory row using the red Delete button under the “Delete Inventory” section. You will receive a pop-up window to confirm that you really want to delete the selected inventory record. Once deleted, the inventory can only be restored by reuploading the HIC or manually reentering the deleted inventory record.

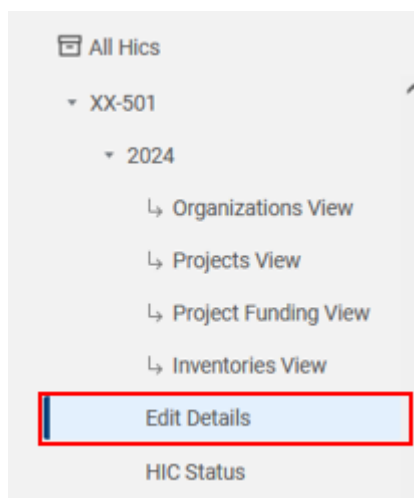
The screenshot shows the 'Inventory' edit details page. At the top, there's a 'Select Inventory' section with a dropdown menu labeled 'By Inventory Row' set to '11'. Below this is a 'New Inventory +' button. The 'Basic Details' section is expanded, showing 'All Year-Round Beds / Units for Households'. Under this, there's a 'PIT Count' field with a red '+' button and a 'Notes' text area. At the bottom, there are two expandable sections: 'Reassign to Project' and 'Delete Inventory'.

This screenshot shows the 'Reassign to Project' section expanded. It has two dropdown menus: 'By Project ID' set to '55' and 'By Project Name' set to 'Organization Q - TH'. At the bottom right of this section are 'Cancel' and 'Apply' buttons.



**NOTE:** The Inventory view in the “Edit Details” screen is the only place to view and update the required note around inventory that is associated with a natural disaster. If you have projects that are associated with a natural disaster, please review their information in this pane and apply any notes needed to indicate how they are beds associated with a natural disaster.

### 3.5.c Adding an Inventory Record to an Existing Project



If you need to add a new inventory record to the HIC, it is **strongly recommended** that you add the inventory to your HMIS and replace your HIC

upload so the information is populated from data within your HMIS. If this is not possible, the HDX 2.0 will allow users to manually add inventory records to the HIC.

To add a new inventory record, click on the Edit Details tab of the HIC navigation tree.

Once on the Edit Details page, you will see three columns, one to edit organization-level data, one to edit project-level data, and one to edit inventory-level data.

The image shows three panels for selecting organizational context:

- Organization:** Features a 'Select Organization' dropdown, a 'New Organization +' button, and a 'Basic Details' section with an 'Organization ID' field.
- Project:** Features a 'Select Project' dropdown, a 'New Project +' button, and a 'Basic Details' section with 'Project ID' and 'HMS Project' fields.
- Inventory:** Features a 'Select Inventory' dropdown, a 'New Inventory +' button, and a 'Basic Details' section with 'Inventory Row', 'Inventory Start Date in HMS', and 'Inventory End Date in HMS' fields.

## Adding a New Inventory Record

Add a new inventory record by selecting which organization and project the inventory should be added to using the “Select Organization” and “Select Project” dropdowns in the first two columns. Once selected, use the “New Inventory (+)” button (blue button in the rightmost Inventory column). This button will open a popup window to create a new inventory record.

The image illustrates the process of creating a new inventory record. It shows the 'Inventory' selection screen with the 'New Inventory +' button highlighted. This button opens a 'Create New Inventory' popup window. The popup window contains the following sections:

- Basic Details:** Includes fields for 'Inventory Row', 'Inventory Start Date in HMS', 'Inventory Type', 'Bed Type', 'Natural Disaster' (toggle), and 'Natural Disaster Note'.
- All Year Beds:** Includes a 'Beds' input field with a '+' button.
- Seasonal Beds:** Includes 'Start Date' and 'End Date' input fields with calendar icons.
- Overflow Beds:** Includes a 'Beds' input field with a '+' button.

At the bottom of the popup window, there are 'Cancel' and 'Save' buttons, which are highlighted with a red box.

Enter the following information about the new inventory record:

**Inventory Start Date in HMIS**

Enter the date the project started serving clients, as reported in HMIS.

**Inventory Type**

Indicate whether the inventory is current or under development.

**Bed Type**

If applicable, enter whether the inventory is facility-based, voucher beds, or other beds  
(*ES Projects Only*)

**Natural Disaster**

Toggle this to green (slide to the right) if the inventory is associated with a natural disaster.

**Natural Disaster Note**

Enter any notes about the nature of the disaster beds.

**Seasonal Beds**

If applicable, enter any seasonal beds and the start and end dates for those beds.

**Overflow Beds**

If applicable, enter the total number of overflow beds associated with the inventory record.

Note that some of the fields required for an inventory record depend on the *Project Type*.

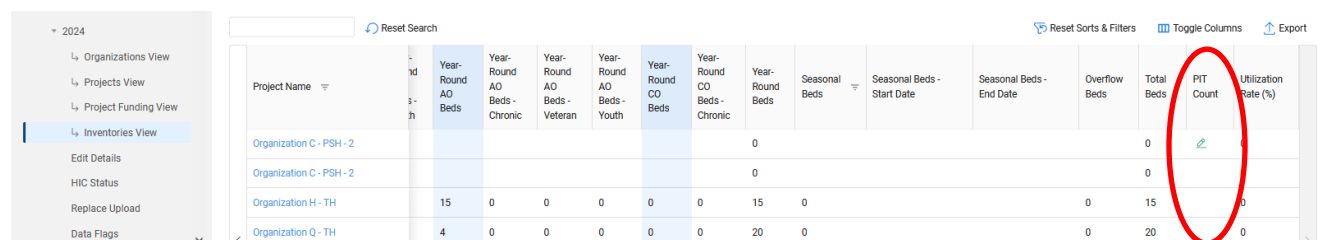
### ***3.5.d Entering PIT Count Data in the HIC***

Every project on the HIC must include a count of the number of people occupying the beds on the night of the CoC's HIC and PIT count. The HDX 2.0 will automatically enter a PIT Count for all clients that were active on the night of the HIC and PIT Count in HMIS Participating projects from the LSACalculated file. You will need to manually enter the PIT Count data for projects that do not participate in HMIS or that participate in a comparable database, unless you have coordinated with your vendor to populate the PIT Count field in the Project.csv file. If that field is populated for any non-HMIS Participating project, the HDX will use the data to populate the PIT Count field.

- Keep in mind that the user responsible for reporting HIC data may be different than the user responsible for PIT Count reporting. Please work with the necessary user to enter the PIT count data in the HIC.
- When reporting PIT counts for projects, please keep in mind that the total number of people reported in ES, SH, and TH projects on the HIC must sum to the total sheltered PIT count in the PIT module.

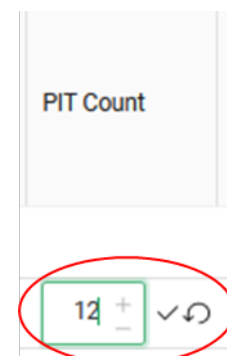
There are two ways to update inventory-level PIT Counts in the HIC:

## Using the Inventories View



Project Name	Year-Round AO Beds	Year-Round AO Beds - Chronic	Year-Round AO Beds - Veteran	Year-Round AO Beds - Youth	Year-Round CO Beds	Year-Round CO Beds - Chronic	Year-Round Beds	Seasonal Beds	Seasonal Beds - Start Date	Seasonal Beds - End Date	Overflow Beds	Total Beds	PIT Count	Utilization Rate (%)
Organization C - PSH - 2							0					0		
Organization C - PSH - 2							0					0		
Organization H - TH	15	0	0	0	0	0	15	0			0	15		0
Organization Q - TH	4	0	0	0	0	0	20	0			0	20		0

To easily identify projects with missing PIT counts, you can filter the PIT Count column to show those with blank fields. Alternatively, you can filter the HMIS Participation Status field to those projects that are Not Participating or Comparable Database Participating, as the HIC will not automatically input PIT Counts for those inventory records. You can then enter the PIT counts directly in this view by clicking on the pencil icon in the blank cell to enter the count. When you are done, you can preserve the edit by clicking the checkmark button that appears to the right of the edit box. To cancel the edit, press the circular undo button. Be sure to also click the green “Save Records” button at the top of the inventories view to save the edits to the database.



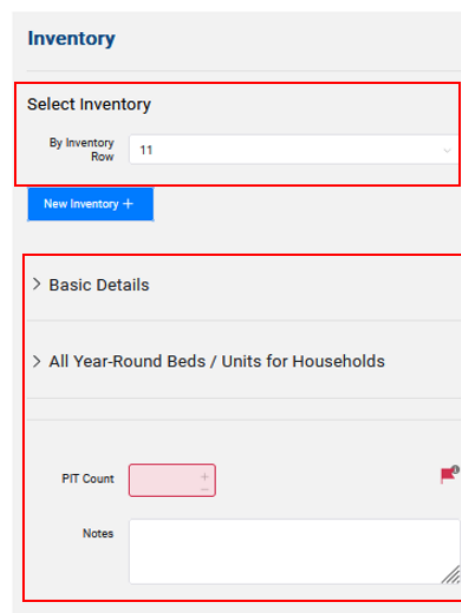
## Using the Edit Details Tab

You can also use the Inventory column in the Edit Details tab to manually enter the PIT count individually for each project. See [Section 3.5.b](#) for more details on how to edit data in the Edit Details tab.

## Reviewing PIT Count Data

Please review all PIT Counts automatically populated by the HIC upload to ensure they represent all clients served by the project on the night of the count. If the records are inaccurate, update the client data in HMIS and replace your upload. If HMIS cannot be updated, you can manually correct the data in the HDX 2.0.

**Please note that all manual corrections will be lost if you replace your HIC upload, so wait to make any manual edits until you are sure you will not need to replace your upload again.**



### PIT Counts for Projects with Multiple Inventory Records

If your CoC has a project with multiple different inventory records, please double check the auto-populated PIT Counts to ensure that the PIT count data is correct. For example, if a project has different inventory rows for year-round and seasonal beds, the HMIS data used for the HIC report cannot always differentiate whether the people served in the project were in the year-round or seasonal beds and will populate the PIT count at the project level. You may need to manually edit the data to reflect the count at the different inventory levels.

### 3.5.e 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.

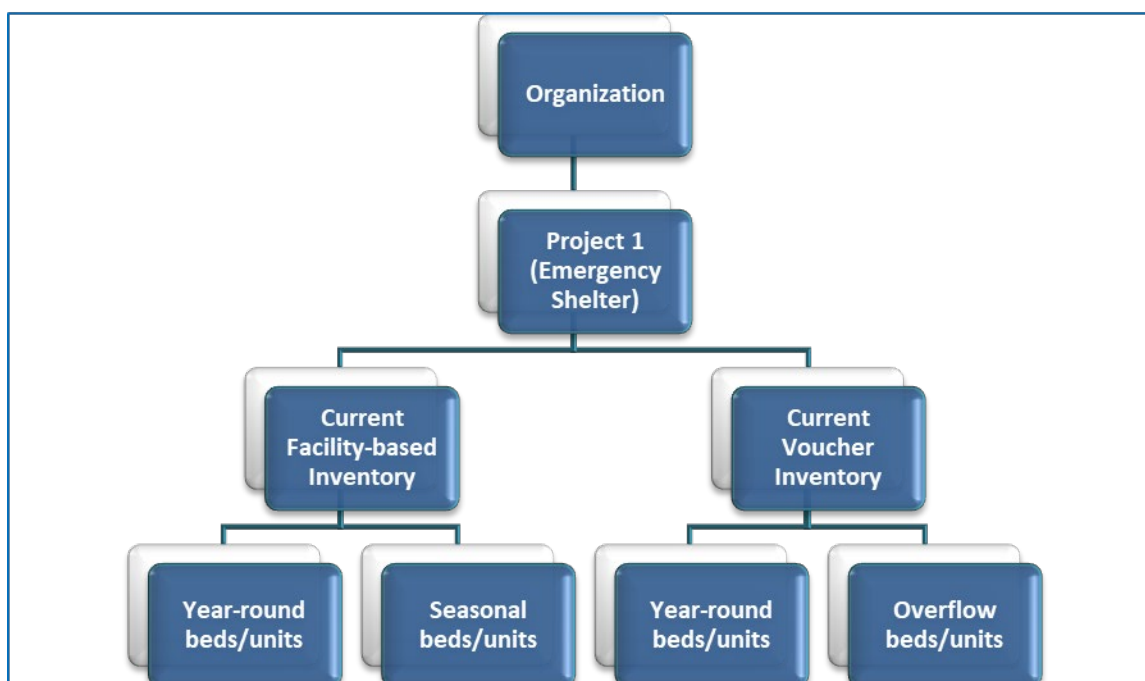
#### Bed Type (Emergency Shelter Only):

- 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 would have two records:

- One for current facility beds/units that are available year-round and seasonally; and
- One for 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.

### 3.6 - Addressing Warning and Error Flags

The HDX 2.0 will display warning and error flags to assist CoCs in identifying and addressing any inconsistencies in the HIC data.

- **Error flags** represent inconsistencies with data that are impossible and **MUST** be corrected before the HDX 2.0 will permit the CoC to submit data. For example, an error would appear if a project reported more units than total year-round beds for adults and children.
- **Warning flags** 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 warning flag must include a note of explanation in its *Notes* box.

The error and warning flags will be shown on the [Data Flags](#) and the [Edit Details](#) pages.

HIC > XX-501 > 2024 > HIC Data Errors & Warnings Flags

Current dataset status: Needs CoC Review

Change status: Submit

Has Error Flags  
The record has data error flags, and cannot be submitted.

Reset Sorts & Filters Toggle Columns Export

Flag ID	Source	Organization Name	Project Name	Project Type	Household Type	Inventory Type	Bed Type	Flag Type	Flag Description
22	Inventory	Organization A	Organization A - ES - 2					Error	No beds report beds reported.
24	Project	Organization K	Organization K - ES					Warning	This is not a va
24	Project	Organization F	Organization F - ES - 2					Warning	This is not a va
24	Project	Organization K	Organization K - ES - 2					Warning	This is not a va

Items 1 - 10 of 302 results 1 2 3 4 5 6 7 - 31 10 / page

					Reset Sorts & Filters	Toggle Columns	Export
Project Name	Household Type	Inventory Type	Bed Type	Flag Type	Flag Description	Latest CoC Comment	View
Organization A - ES - 2				Error	No beds reported. Every inventory record must have beds reported.		<a href="#">View</a>
Organization F - ES - 2				Error	No beds reported. Every inventory record must have beds reported.		<a href="#">View</a>
Organization W - ES				Error	No beds reported. Every inventory record must have beds reported.		<a href="#">View</a>
Organization C - PSH - 2	using (PSH)			Error	No beds reported. Every inventory record must have beds reported.		<a href="#">View</a>
Organization C - PSH - 2	using (PSH)			Error	No beds reported. Every inventory record must have beds reported.		<a href="#">View</a>
Organization J - ES - 2				Warning	This is not a valid Geocode.		<a href="#">View</a>
Organization B - TH				Warning	This is not a valid Geocode.		<a href="#">View</a>
Organization K - ES				Warning	This is not a valid Geocode.		<a href="#">View</a>
Organization F - ES - 2				Warning	This is not a valid Geocode.		<a href="#">View</a>
Organization K - ES - 2				Warning	This is not a valid Geocode.		<a href="#">View</a>

Items 1 - 10 of 302 results

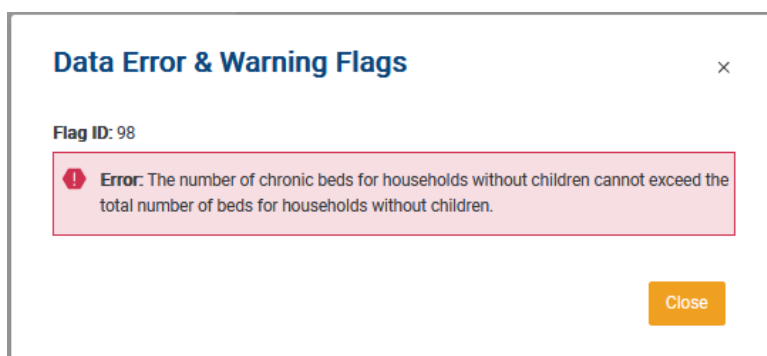
The Data Flags view provides a comprehensive list of all errors and warnings identified within the HIC data. This table will display:

- The flag ID number
- The source of the error (e.g., inventory, project, or organization),
- Relevant data elements associated with the flag
- Whether the flag is an error or warning
- A short flag description detailing the nature of the data quality issue
- The latest note left by the CoC to document why a warning flag reflects correct data, if that is the case ("Latest CoC Comment"). If the warning flag reflects incorrect data, the CoC should correct the data to clear the flag.
- To be taken directly the data field that is triggering the error or warning, click the "view" hyperlink.

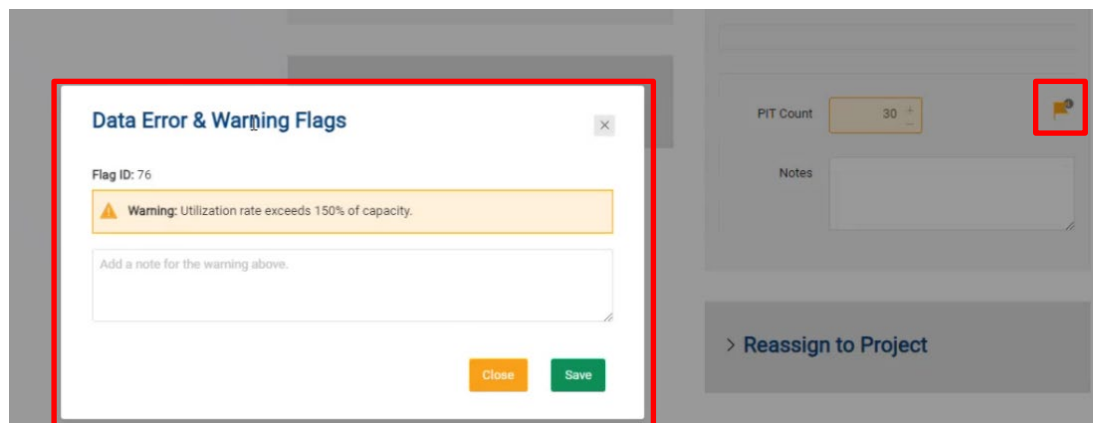
You can export the full list of errors and warnings into an excel spreadsheet using the export button on the top right of the table.

To resolve errors and warnings, scroll to the right of the display table and click on the "View" hyperlink to be taken to the data field to correct, typically in the Edit Details view. While in this view, errors will display with a red flag and warnings will display with a yellow/orange flag.

For error flags, the data must be corrected, either by making the needed edits directly in HMIS and then replacing the HIC upload, or by manually editing the data in the HDX 2.0 (this is not preferred). From the Edit Details tab, you can see the error or warning by clicking on the flag, which will bring up a popup window with the full flag description.



To resolve a warning flag, click on the yellow flag to open the flag description and notes pop-up. Enter a note in the text box explaining why the data is correct as-is, then press save. Your note will then display in the “Latest CoC Comment” field in the [Data Flags](#) table view to provide a visual cue for which warnings have been addressed and which still need notes entered (or data corrections applied if the warning is indicative of errors in the data). When leaving notes, please do not enter line breaks in your response.

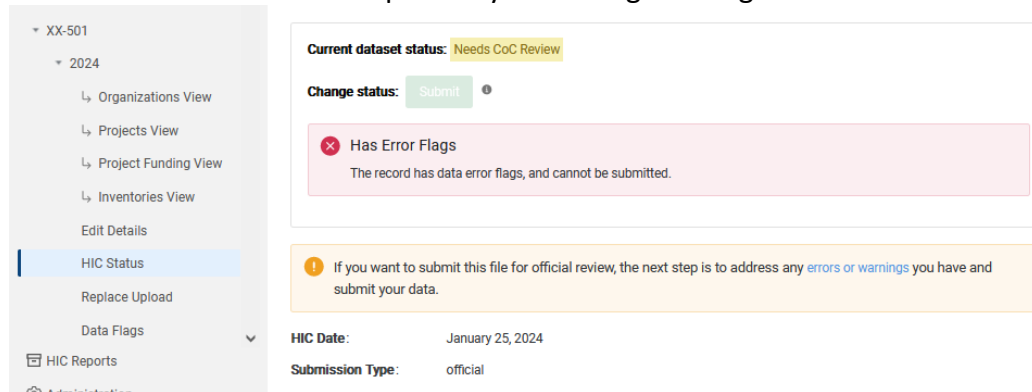


**NOTE:** Personally Identifiable Information (PII) is data that identifies an individual either directly, through manipulation, or by linking to other data. HUD considers HMIS Client ID, name, date of birth, and SSN to be PII. Please **do not** include PII in any of the notes made in the HDX 2.0, in any uploads to the AAQ, or send via email to the data review team.

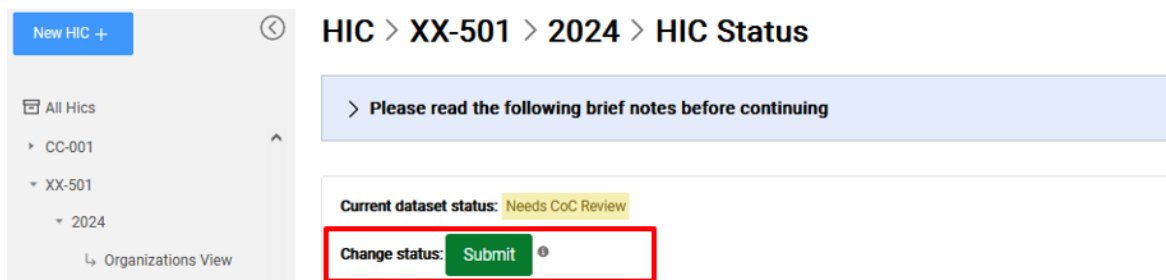
### 3.7 - Submitting HIC Data to HUD

HIC data **MUST** be submitted to HUD in the HDX 2.0 by the **posted deadline on the HDX 2.0**. To submit HIC data, click on either the [HIC Status](#) or [Data Flags](#) tabs in the grey HIC navigation tree.

If the data contain any error flags or unexplained warning flags, the *Submit* button will be light green and deactivated. This button cannot be clicked until all errors have been corrected and notes have been added to explain any remaining warnings.



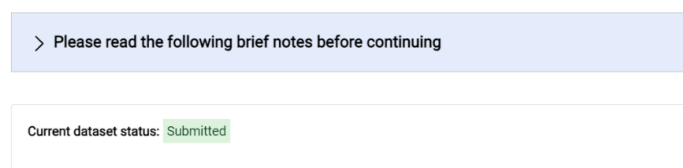
Once the CoC's HIC data are error-free and all warnings have notes entered, the *Submit* button in the top left corner of the screen will be a dark green and activated. Click it to submit the CoC's HIC data to HUD.



The screenshot shows the HUD Exchange interface for HIC data submission. On the left is a navigation sidebar with a 'New HIC +' button and a list of HICs including 'All Hics', 'CC-001', 'XX-501', and '2024'. The main content area has a breadcrumb trail 'HIC > XX-501 > 2024 > HIC Status'. Below this is a blue box with the text '> Please read the following brief notes before continuing'. The current dataset status is 'Needs CoC Review'. At the bottom, there is a 'Change status:' label followed by a green 'Submit' button, which is highlighted with a red rectangular box.

You will then be asked to confirm that you would like to submit the HIC data. Click yes, and the Dataset status will change from Needs CoC Review to Submitted.

HIC > XX-501 > 2024 > HIC Status



This screenshot shows the same HUD Exchange interface as the previous one, but the current dataset status has changed to 'Submitted', which is displayed in a green box. The 'Submit' button is no longer visible.

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 or PIT count 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 LSA, SPM, HIC, PIT, PDX, and Stella P and M).**”

### 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.**

## 3.8 – HIC Reports

If you would like to download the raw HIC data, you can do so from the HIC Reports tab in the HIC navigation tree. You can select the data you would like to download using the dropdown menus and then click the “Raw HIC Data (.csv)” button.

To view past HIC datasets (from 2012 to 2023), click the blue “View Past HIC Datasets” button to be taken to the HUD Exchange. From there, you can download the full HIC for any given year.

At the bottom of the HIC Reports tab is an option to download an Excel template that will allow you to visualize your HIC data using an export of your raw HIC data.

The screenshot displays the 'HIC > HIC Reports' interface. On the left sidebar, the 'HIC Reports' tab is highlighted with a red box. The main content area features a 'HIC Raw Data / Flag Report' section with four dropdown filters: 'Year' (set to 2025), 'CoC' (set to - All -), 'Project Type' (set to - All -), and 'Target Population' (set to - All -). To the right of these filters is a 'Download' section with two green buttons: 'Raw HIC Data (.csv)' and 'HIC Flags (.csv)', both highlighted with red boxes. Below these is a blue 'Reset Form' button. At the bottom, a blue button labeled 'View Past HIC Datasets' is followed by a text block explaining that the HUD Exchange page allows users to access raw (.csv) datasets for all submitted HICs beginning in 2012.

**HIC > HIC Reports**

**HIC Raw Data / Flag Report**

Year: 2025

CoC: - All -

Project Type: - All -

Target Population: - All -

**Download**

Raw HIC Data (.csv)

HIC Flags (.csv)

Reset Form

[View Past HIC Datasets](#) The HUD Exchange page allows users to access the raw (.csv) dataset for all submitted HICs beginning in 2012.

### HIC Summary Report

To see your raw data summarized, download the template below and paste the corresponding Fiscal Year's raw data into the 'HIC' tab of the template.

Fiscal Year	File
FY 2024 / FY 2025	<a href="#">HIC Report Template FY2024-25.xlsx</a>

## 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-2023-11: HIC and PIT Count Data Collection for CoC and ESG Programs](#). This Notice, which was published in advance of the 2024 HIC and PIT count remained unchanged for the 2025 counts.

#### 4.1.a Type of PIT Count

CoCs must select the type of PIT count they conducted in the “PIT type” dropdown menu on the “New PIT Entry” page within the PIT count module in HDX 2.0. There are two types of PIT count options.

The screenshot shows the 'New PIT Entry' form in HDX 2.0. On the left is a sidebar with a 'New PIT' button and a list of PIT counts. The main form area has the following fields: Reporting year (2025), CoC name (TDville), PIT date (January 27, 2025), and Creation date (March 17, 2025). Below these is a dropdown for CoC code (TD-001 - TDville). The 'PIT type' dropdown is highlighted with a red box and shows two options: 'Sheltered' and 'Both sheltered and unsheltered'.

#### “Sheltered” Count

The “Sheltered” 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 2025, select the “Sheltered” option. Then, complete the PIT count module as outlined in [Section 4.2](#) and subsequent sections.

#### “Both Sheltered and Unsheltered” Count

If your CoC conducted a full count, including a sheltered and unsheltered count, in 2025, select the “Both Sheltered and Unsheltered” option under “PIT Type.”<sup>2</sup> If your CoC conducted a full PIT count in 2025, this means you:

<sup>2</sup> HUD added clarification on how to count people in sleeping situations that are ambiguous (i.e., people who do not clearly meet the definitions of unsheltered, sheltered, or housed). For additional detail see the guide: [Counting People in Structures for the PIT Count](#), available on HUD Exchange.

- 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

Complete the PIT count module as outlined in [Section 4.2](#) and subsequent sections.

### ***4.1.b PIT Count Methodology***

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

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

HUD and the 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

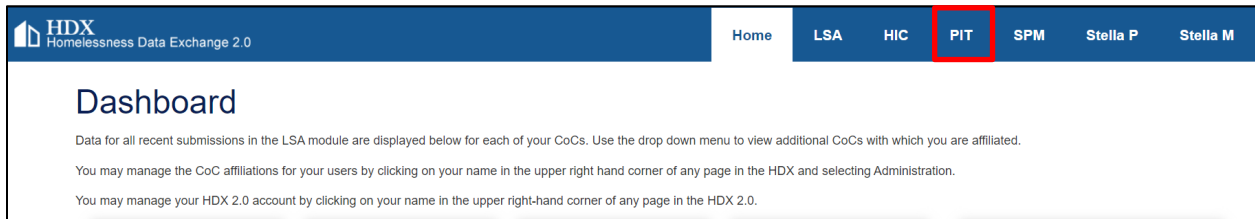
**AND**

  - 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).

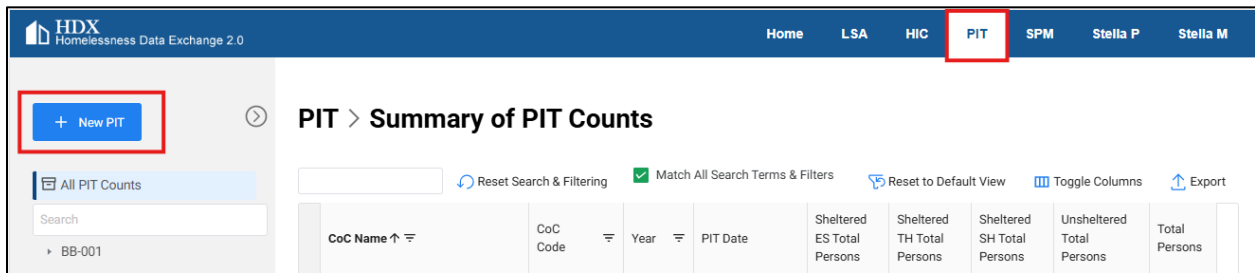
## 4.2 - Accessing the PIT Count Module in HDX 2.0

The PIT count module is accessed by clicking on the PIT tab on the blue navigation bar at the top of the page.



## 4.3 - Begin a New Count

To enter 2025 PIT count data, click on the blue **+ New PIT** button in the gray navigation tree on the left of the screen.



## 4.4 - PIT Count Date and Populations

Prior to entering PIT count population and subpopulation data, CoCs must provide some background information on their count. To enter the date that the CoC conducted the PIT count, click on the calendar icon to the right of the “PIT date” 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.

Next, select the CoC in the “CoC Code” dropdown. Users will only see CoCs listed to which they have access to in HDX 2.0. Once selected, this will automatically populate the CoC name field. Next, select the type of PIT count in the “PIT type” dropdown, as described in [Section 4.1a: Type of PIT count](#): “both a sheltered and unsheltered count” or a “sheltered” only count. Finally, click on the blue “Create PIT Record” button. Once a new count is created, the CoC can begin to enter information about their 2025 PIT count.



## PIT > New PIT Entry

Reporting year 2025

CoC name

PIT date \*  ⓘ

Creation date March 17, 2025

CoC code \*

PIT type \*

**NOTE:** If you enter the incorrect PIT date or PIT type, you will be able to edit those from the “All Populations” tab after the creation of the new PIT record.

Home LSA

+ New PIT

All PIT Counts
Search
BB-001
GG-777
II-777
MA-502
TD-001
2025
All Populations
Additional Populations

### PIT > TD-001 > 2025 > All Homeless Populations

Date of PIT Count:  
January 27, 2025

Type of Count Conducted This Year:  
Both sheltered and unshelte...

Youth Populations and Veteran Populations data are a subset of the All Homeless Populations data. Veterans and Youth Populations and Veteran Populations data should be included in the All Homeless Populations data section.

Adults & Children (at least one adult and one child)
Children Only
Adults Only
Totals

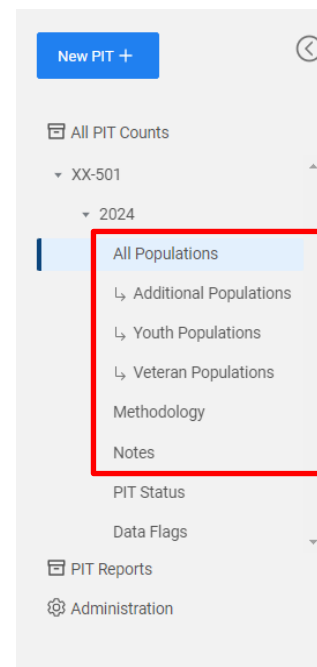
	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Persons in households with at least one adult and one child				

## 4.5 - Navigating the PIT Count Module

The PIT count module includes eight links in the gray navigation tree on the left of the screen, which direct to distinct pages in the PIT module. Each of the pages are described in detail in the following sections.

The PIT count module consists of five main components:

- **All Populations:** Total number of persons and households counted in households with at least one adult and one child (Adult & Child or AC), households without children (Adult Only or AO), and households with only children (Child Only or CO), 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/or 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. Reported by household type.
- **Methodology:** Reporting on the methodologies that were used to conduct the CoC's sheltered and unsheltered PIT counts. If you selected a sheltered only PIT count type, only the methodology questions related to the sheltered count will display.



Click on links in the gray navigation tree on the left of the screen to access the different PIT count pages.

## 4.6 – Entering Homeless Population Data

The first link in the gray navigation tree, All Populations, is for reporting data on all people included in the CoC's sheltered and unsheltered (if applicable) count, broken down by household types.

Persons in households with at least one adult and one child	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	0	0	0	0

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

- **Adult & Child (at least one adult and one child):** This category is for all households with at least one adult, aged 18 and older, and one child under 18 years old.
- **Child Only:** This category is for all persons under age 18, including unaccompanied children, adolescent parents and their children, minor siblings, or other household configurations composed only of children.
- **Adults Only (without children):** This category is for all households made up of single adults (ages 18+), adult couples (all ages 18+) with no children under age 18, and groups of adults (all ages 18+).

Additionally, CoCs must collect and report on the age, race/ethnicity, and chronic homelessness status of persons included under each household category.<sup>3</sup> The total number of people reported for each demographic characteristic must match the total number of persons reported in the household category overall. This is also true for demographic data within the sheltered (emergency shelter, transitional housing, and Safe Haven) and unsheltered subcategories. For example, if 100 total unsheltered people are reported under Adults Only, then the total count of unsheltered people reported under the different age categories should also sum to 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. To address missing demographic data, you may also use the PIT Extrapolation Tool, found on the [PIT Count Implementation Tools](#) page of the HUD Exchange. The PIT Extrapolation Tool works best if 20% or less of the demographic data for a given household type is missing.

When entering your PIT count data in the HDX 2.0, please **make sure to click the green “Save Record” button** in the top right corner of the screen to ensure that the data are saved in the HDX 2.0.

## 4.7 - Entering Additional Homeless Population Data

Within the second link in the gray navigation tree, [Additional Homeless Populations](#), CoCs should enter data on the number of sheltered and unsheltered persons counted in each of the following categories:

### Additional Homeless Populations

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

Only adults should be included in the counts for this table.

---

<sup>3</sup> The [2024 HMIS Data Standards](#) updated the response categories for ethnicity and race categories. These updated categories are reflected in the demographic characteristic sections for the PIT in the HDX.

New PIT +

All PIT Counts

AA-001

2024

All Populations

Additional Populations

Youth Populations

Veteran Populations

Methodology

Notes

PIT Status

Data Flags

PIT > AA-001 > 2024 > Additional Populations

Date of PIT Count: January 23, 2024

Type of Count Conducted This Year: Both sheltered and unsheltered

Save Record

Discard Changes

Additional Homeless Populations	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Adults with a Serious Mental Illness	1	0	0	0	1
Adults with a Substance Use Disorder	0	0	0	0	0
Adults with HIV/AIDS	0	0	0	0	0
Adult Survivors of Domestic Violence (optional)	0	0	0	0	0

Make sure to click the green “Save Record” button in the top right corner of the screen to ensure that the data are saved in HDX 2.0.

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. Do not use this field to report on survivors who have ever experienced these circumstances.

## 4.8 - Entering Youth Population Data

The third link in the gray navigation tree 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) under age 18.
- Parenting youth are youth who identify as the parent or legal guardian of one or more children (under age 18) 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.

New PIT +

All PIT Counts

AA-001

2024

All Populations

Additional Populations

Youth Populations

Veteran Populations

Methodology

Notes

PIT Status

Data Flags

XX-501

ZZ-001

PIT Reports

Administration

PIT > AA-001 > 2024 > Youth Populations

Date of PIT Count: January 23, 2024

Type of Count Conducted This Year: Both sheltered and unsheltered

Save Record

Discard Changes

Youth Populations and Veteran Populations data are a subset of the All Homeless Populations data. Veterans and Youth Populations and Veteran Populations data should be included in the All Homeless Populations data section.

Unaccompanied Youth Households

Parenting Youth Households

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Unaccompanied Youth Households	0	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	0
Number of Unaccompanied Youth (age 18 to 24)	0	0	0	0	0

2025 HIC and PIT Count Data Submission Guidance

Page 60

Make sure to click the green “Save Record” button in the top right corner of the screen to ensure that the data are saved in HDX 2.0.

CoCs are 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.

**PIT > AA-001 > 2024 > Youth Populations**

Date of PIT Count: January 23, 2024

Type of Count Conducted This Year: Both sheltered and unsheltered

Save Record Discard Changes

YOUTH POPULATIONS AND VETERAN POPULATIONS DATA ARE A SUBSET OF THE ALL HOMELESS POPULATIONS DATA. VETERANS AND YOUTH POPULATIONS AND VETERAN POPULATIONS DATA SHOULD BE INCLUDED IN THE ALL HOMELESS POPULATIONS DATA SECTION.

Unaccompanied Youth Households Parenting Youth Households

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Parenting Youth Households	0	0	0	0
Total Number of Persons in Parenting Youth Households	0	0	0	0
Total Parenting Youth (youth parents only)	0	0	0	0
Total Children in Parenting Youth Households	0	0	0	0
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)	0	0	0	0
Children in Households With Parenting Youth Age 18 to 24 (children under age 18 with parents age 18 to 24)	0	0	0	0

Parenting youth and unaccompanied youth data are a subset of data entered in the Adult & Child (at least one adult and one child), Adults Only, and Child Only tables. Please refer to [Notice CPD-2023-11: HIC and PIT Count Data Collection for CoC and ESG Programs](#) (page 33) for additional guidance on how to correctly categorize youth from each of the household categories.

CoCs must report on the race/ethnicity and chronic homelessness 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 [Section 4.6](#), the total number of people reported for each demographic characteristic must sum to the total number of parenting youth or 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 across the different race/ethnicity categories should sum to 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 fourth link in the gray navigation tree 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 counted 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.

- **Adult & Child (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.
- **Adult Only (without children):** This category includes single adults (ages 18+), adult couples (all ages 18+) with no children under age 18, and groups of adults (all ages 18+).

CoCs must also report on the 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 match 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 across the different race/ethnicity categories should sum to 100. The PIT count does not allow for missing data. CoCs must use a statistically reliable method for estimating the demographic characteristics of people for whom data are missing to ensure a complete count. CoCs should consult the [PIT Count Methodology Guide](#) for additional guidance.

The screenshot shows the 'PIT > AA-001 > 2024 > Veteran Populations' screen. On the left is a navigation tree with 'Veteran Populations' highlighted. The main area displays the 'Date of PIT Count' as January 23, 2024, and 'Type of Count Conducted This Year' as 'Both sheltered and unsheltered'. A green 'Save Record' button and a 'Discard Changes' button are in the top right. A blue information box states that Youth and Veteran Populations data are subsets of All Homeless Populations data. Below this, three tabs are visible: 'Adult & Child Veteran Households (at least one adult and one child)', 'Adult Only Veteran Households (without children)', and 'Veteran Totals'. The 'Adult & Child' tab is active, showing a table with columns for 'Persons in Households with at least one Adult and one Child', 'Sheltered' (Emergency, Transitional), 'Unsheltered', and 'Total'. The table contains three rows of data, all with values of 0.

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

Make sure to click the green “Save Record” button in the top right corner of the screen to ensure that the data are saved in HDX 2.0.

## 4.10 - Completing the Methodology Page

New PIT +

All PIT Counts

AA-001

2024

All Populations

Additional Populations

Youth Populations

Veteran Populations

Methodology

Notes

PIT > AA-001 > 2024 > Methodology

Date of PIT Count: January 23, 2024

Type of Count Conducted This Year: Both sheltered and unsheltered

Sheltered Population Sheltered Change Unsheltered Population Unsheltered Change

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

Provider-level surveys

Client-level surveys

Save Record Discard Changes

The PIT Methodology page includes four 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 (if applicable).

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 used to collect information on the <u>total number of people</u> sleeping in emergency shelters, transitional housing, and Safe Havens.
Tab 2: Sheltered Change	Documenting reasons for change in the total number of people served in emergency shelters, transitional housing, and Safe Havens since last year's count.
Tab 3: Unsheltered Population	Data sources and methodologies used 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 Change	Documenting reasons for change in the total number of people experiencing homelessness in unsheltered locations since last year's count.

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

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

## Sheltered Population Questions

Questions within this tab 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. Some responses will result in an expansion of the question to include additional sub-questions. Responses are required for all open text fields displayed.

New PIT +

All PIT Counts

AA-001

2024

All Populations

Additional Populations

Youth Populations

Veteran Populations

Methodology

PIT > AA-001 > 2024 > Methodology

Date of PIT Count: January 23, 2024

Type of Count Conducted This Year: Both sheltered and unsheltered

Sheltered Population Sheltered Change Unsheltered Population Unsheltered Change

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

Provider-level surveys

Save Record Discard Changes

Make sure to click the green “Save Record” button in the top right corner of the screen to ensure that the data are saved in HDX 2.0.

## Sheltered Change Questions

Questions within this tab ask you to select the top three reasons you believe best explain the changes in your sheltered count from last year's count. At the end of the question, you will be asked to provide a brief narrative description to describe the three reasons selected to explain the change. ***Please do not include any line breaks or special characters in these open text fields as this may result in issues saving the data.***

New PIT +

All PIT Counts

AA-001

2024

All Populations

Additional Populations

Youth Populations

Veteran Populations

Methodology

PIT > AA-001 > 2024 > Methodology

Date of PIT Count: January 23, 2024

Type of Count Conducted This Year: Both sheltered and unsheltered

Sheltered Population Sheltered Change Unsheltered Population Unsheltered Change

4. Looking at the change in your sheltered count from last year's count, please choose the three reasons you believe best explains these changes from the drop-down list below

☐ Change in PIT count methodology

☐ Change in PIT participation of programs serving general homeless populations (e.g., singles, families)

☐ Changes in PIT participation of programs serving subpopulations (e.g., veterans, youth)

Save Record Discard Changes

Make sure to click the green “Save Record” button in the top right corner of the screen to ensure that the data are saved in HDX 2.0.

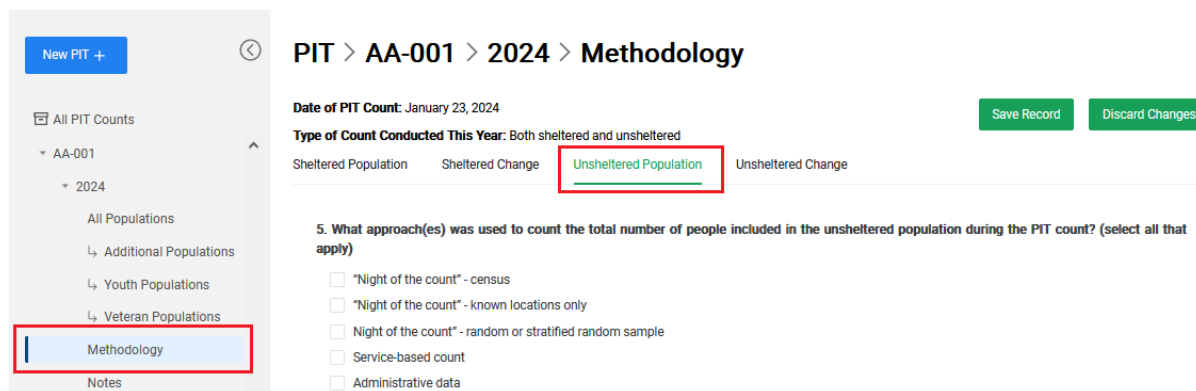
## 4.10.b Tab 3 and Tab 4: Unsheltered Population, Unsheltered Change

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. Responses are required for all open text fields displayed.

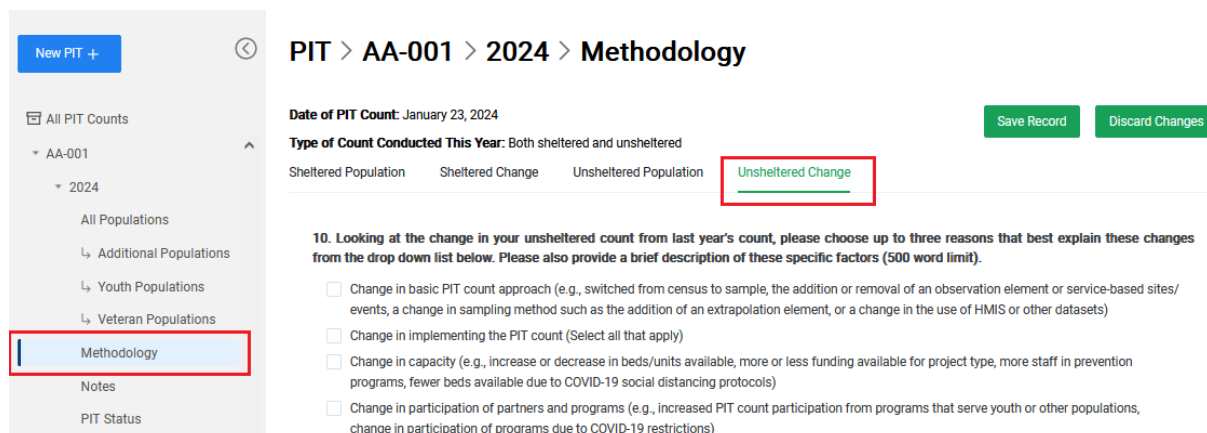


The screenshot shows the 'PIT > AA-001 > 2024 > Methodology' interface. On the left, a sidebar lists navigation options: 'All PIT Counts', 'AA-001', '2024', 'All Populations', 'Additional Populations', 'Youth Populations', 'Veteran Populations', 'Methodology' (highlighted with a red box), and 'Notes'. The main content area shows the 'Date of PIT Count' as 'January 23, 2024' and 'Type of Count Conducted This Year' as 'Both sheltered and unsheltered'. Below this, there are four tabs: 'Sheltered Population', 'Sheltered Change', 'Unsheltered Population' (highlighted with a red box), and 'Unsheltered Change'. The 'Unsheltered Population' tab contains question 5: 'What approach(es) was used to count the total number of people included in the unsheltered population during the PIT count? (select all that apply)'. The options are: 'Night of the count' - census, 'Night of the count' - known locations only, 'Night of the count' - random or stratified random sample, Service-based count, and Administrative data.

Make sure to click the green “Save Record” button in the top right corner of the screen to ensure that the data are saved in HDX 2.0.

## Unsheltered Change Questions

Questions within this tab ask you to select the top three reasons you believe best explain the changes in your unsheltered count from the last unsheltered count conducted. After each selected factor you will be asked to provide a brief narrative description to describe how the specific factor affected the unsheltered PIT count. At the end of the question, you will also be asked to provide an overall summary description of the observed change in the unsheltered PIT count compared to the last unsheltered PIT count conducted. ***Please do not include any line breaks or special characters in these open text fields as this may result in issues saving the data.***



The screenshot shows the 'PIT > AA-001 > 2024 > Methodology' interface, specifically the 'Unsheltered Change' tab. The sidebar is the same as in the previous screenshot, with 'Methodology' highlighted. The main content area shows the 'Date of PIT Count' as 'January 23, 2024' and 'Type of Count Conducted This Year' as 'Both sheltered and unsheltered'. Below this, there are four tabs: 'Sheltered Population', 'Sheltered Change', 'Unsheltered Population', and 'Unsheltered Change' (highlighted with a red box). The 'Unsheltered Change' tab contains question 10: 'Looking at the change in your unsheltered count from last year's count, please choose up to three reasons that best explain these changes from the drop down list below. Please also provide a brief description of these specific factors (500 word limit)'. The options are: 'Change in basic PIT count approach (e.g., switched from census to sample, the addition or removal of an observation element or service-based sites/ events, a change in sampling method such as the addition of an extrapolation element, or a change in the use of HMIS or other datasets)', 'Change in implementing the PIT count (Select all that apply)', 'Change in capacity (e.g., increase or decrease in beds/units available, more or less funding available for project type, more staff in prevention programs, fewer beds available due to COVID-19 social distancing protocols)', and 'Change in participation of partners and programs (e.g., increased PIT count participation from programs that serve youth or other populations, change in participation of programs due to COVID-19 restrictions)'.

Make sure to click the green “Save Record” button in the top right corner of the screen to ensure that the data are saved in HDX 2.0.

## 4.11 - PIT Status

On the PIT Status page, HDX users with appropriate privileges can:

- Submit their CoC's 2025 PIT count data (**Note: HIC data must be submitted separately, on the HIC Status page in the HIC module**);
- See when and by whom the CoC's PIT count data was last updated;
- See when and by whom the CoC's PIT count data was submitted;
- Navigate to view the PIT data; and
- Navigate to view current data errors and warnings on the Data Flags page.

New PIT +

All PIT Counts

- AA-001
  - 2024
    - All Populations
    - Additional Populations
    - Youth Populations
    - Veteran Populations
    - Methodology
    - Notes
    - PIT Status**
    - Data Flags
  - XX-501
  - ZZ-001
- PIT Reports
- Administration

PIT > AA-001 > 2024 > PIT Status

Current dataset status: In Progress

Change status: Submit

If you want to submit this file for official review, the next step is to address any errors or warnings you have and submit your data.

Date of PIT Count: January 23, 2024

Type of Count: Both sheltered and unsheltered

CoC: Alphaville

Date Created: March 7, 2024

Last Updated On: March 7, 2024

Last Updated By: undefined undefined

Submitted On: -

Submitted By: -

Current Dataset Status: In Progress ✓

View PIT View current data errors and warnings

## 4.12 - Addressing Warning and Error Flags

The HDX 2.0 contains error and warning flags to assist CoCs in identifying and addressing any inconsistencies in their PIT count data.

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

These errors and warnings will appear once data are entered in the HDX 2.0 and will be displayed on each population tab. Errors will appear with a red flag next to the cell with the error that needs to be addressed, while warnings will appear with an orange flag. Click on the flag to view more information about the error or warning.

Unaccompanied Youth Households	Parenting Youth Households			
	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Parenting Youth Households	0	31	0	31

The error and warning flags can also be viewed on the [Data Flags](#) page. CoCs will not be able to submit their data until all error flags are cleared. CoCs can submit data with warning flags, however, an explanation about the warning must be provided in the *Notes* field (explained below).

Additional Populations

Methodology

Notes

PIT Status

Data Flags

PIT Reports

Administration

Flag ID ↑

Flag Type

Flag Description

Flag Latest Comment

View

136

Total persons in Race (0) for each column must equal total persons for that column (7).

View

137

Total persons in Race (31) for each column must equal total persons for that column (65).

View

138

Total persons in Race (0) for each column must equal total persons for that column (9).

View

139

Total persons in Gender (0) for each column must equal total persons for that column (7).

View

140

Total persons in Gender (31) for each column must equal total persons for that column (65).

View

Reset Sorts & Filters

Toggle Columns

Export

Once you have resolved all your warning and error flags, you will be able to navigate back to the PIT Status page to submit the CoC's PIT count, as described in [Section 4.14](#).

## 4.13 - Entering Explanations/Additional Information on the Data

A [Notes](#) section has been added at the bottom of each tab after the population table. In addition, the seventh link in the gray navigation tree in the PIT count module is a page for additional [Notes](#). CoCs should enter any information that they think might be relevant to help HUD staff better understand the submitted data.

New PIT +

All PIT Counts

AA-001

2024

All Populations

Additional Populations

Youth Populations

Veteran Populations

Methodology

**Notes**

PIT Status

PIT > AA-001 > 2024 > Notes

Date of PIT Count: January 23, 2024

Type of Count Conducted This Year: Both sheltered and unsheltered

Save Record

Discard Changes

Notes

Notes

## 4.14 - Submitting the PIT Count Data to HUD

PIT count data **MUST** be submitted to HUD **by the posted deadline on the HDX 2.0**. To submit PIT count data, click on the PIT Status tab on the gray toolbar within the PIT count module.

**PIT > TD-001 > 2025 > PIT Status**

Current dataset status: **In Progress**

Change status: **Submit**

If you want to submit this file for official review, the next step is to address any **errors or warnings** you have and submit your data.

**Date of PIT Count:** January 27, 2025  
**Type of Count:** Both sheltered and unsheltered  
**CoC:** TDville  
**Date Created:** March 17, 2025  
**Last Updated On:** March 17, 2025  
**Last Updated By:** Cocprimary @CoC  
**Submitted On:** -  
**Submitted By:** -

**Current Dataset Status:** In Progress ✓

[View PIT](#) [View current data errors and warnings](#)

If the CoC has any error flags or unexplained warning flags, the *Submit* button will be deactivated. It will only be possible to click this button once all of the CoCs PIT-related errors have been corrected and there are notes to explain any warnings. Once the CoC's PIT count meets these criteria, the *Submit* button at the top of the page will be activated and show in dark green. Click it to submit the PIT count data to HUD.

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

### Questions

If you have any questions about the HIC or PIT count 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 LSA, SPM, HIC, PIT, PDX, and Stella P and M).**"

### 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.**

## 4.15 – PIT Reports

If you would like to download the raw PIT data, you can do so from the PIT Reports tab in the PIT navigation tree. You can select the data you would like to download using the dropdown menus and then click the “Raw PIT Data (.csv)” button.

**HDX**  
Homelessness Data Exchange 2.0

Home LSA HIC PIT SPM Stella P Stella M

+ New PIT

All PIT Counts

Search

- ▶ BB-001
- ▶ GG-777
- ▶ II-777
- ▶ MA-502
- ▶ TD-001
- ▶ TS-001
- ▶ XX-501
- ▶ ZZ-111
- ▶ ZZ-702
- PIT Reports**

**PIT > PIT Reports**

Year 2025

CoC - All -

**Download**

Raw PIT Data (.csv)

PIT Flags (.csv)

Reset Form