



# Reporting Housing Inventory Count and Point-in-Time Count Data in the Homelessness Data Exchange

April 3, 2012





# Partners

- **Presenter(s):** William Snow, HUD; Tracy D'Alanno, Molly McEvilley, and Lauren Dunton, Abt Associates
- **Resource Advisor(s):** Louise Rothschild, Abt Associates
- **Moderator:** Toni Gallo, ICF



# Webinar Format

- Approximately one hour
- Audio recorded
- Webinar recording on HUD's Homelessness Resource Exchange  
[www.HUDHRE.info](http://www.HUDHRE.info)
- Participant phones muted



# Submitting Questions

- Submit questions through “Questions” function in “GoToWebinar” toolbar
- Questions after the webinar?
  - Submit to HUD’s Virtual Help Desk at <http://hudhre.info/helpdesk>
  - Select **HDX** as Program/System and **HIC** or **PIT** as Topic and Sub-topic



# Homelessness Resource Exchange

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## Ready, SET, Go!

### SNAPS e-Learning Tuesdays

The weekly **Ready, SET, Go!** webinar series, sponsored by HUD's Office of Special Needs Assistance Programs (SNAPS) will provide comprehensive information for Continuums of Care (CoCs), HMIS administrators, grantees, project sponsors and other stakeholders on a variety of topics focused on community planning and capacity building. The **Ready, SET, Go!** webinars will focus on strategies to assist communities prior to publication of the McKinney-Vento Homeless Assistance Act as amended by the HEARTH Act as well as with the implementation and regulation requirements once the HEARTH Act regulations are published.

If you are interested in registering for an upcoming **Ready, SET, Go!** webinar, you may do so on the [HRE Calendar](#).

The webinars below are organized alphabetically by topic area and chronologically from oldest to newest within each topic.

### Annual Homeless Assessment Report (AHAR)

- [AHAR Part 2: Steps to a Successful Data Submission \(10/11/2011\)](#)  
This webinar presents HUD guidance for the 2011 AHAR, tips for reviewing and proofing data, and how to work with AHAR Data Collector for new and experienced AHAR communities.
- [AHAR Part 1: An Introduction to the Data Collection Process \(10/4/2011\)](#)  
This webinar will introduce CoCs and HMIS administrators who are new to the AHAR process or want a refresher on the basics of the data collection process. The topics covered include an overview of data collected for AHAR, how to submit data via the HDX, and key terms and dates for the AHAR process.

### Emergency Solutions Grant (ESG) Program

- [Emergency Solutions Grant: Preparing for HMIS Participation \(10/18/2011\)](#)  
The McKinney-Vento Act as amended by HEARTH makes Homeless Management Information System (HMIS) participation a statutory requirement for



# Learning Objectives

- Participants will understand Homelessness Data Exchange (HDX) data entry workflow processes for Housing Inventory Count (HIC) and Point-in-Time (PIT) count.
- Participants will be able to accurately enter required HIC and PIT data by final deadline.
- Participants will be familiar with available HDX reports that could be used by CoCs to assist with planning and policy development.



# Presentation Overview

- HDX Registration and Login Process
- Entering & Submitting HIC Data
- Entering & Submitting PIT Count Data
- Using PIT and HIC Data in the Community



# Where and When Do I Submit HIC and PIT Data?

- HIC and PIT data are submitted to HUD via the [Homelessness Data Exchange](http://www.hudhdx.info) website (www.hudhdx.info)
- CoCs can enter data beginning April 2, 2012
- CoCs must submit **both** HIC and PIT data by Monday April 30, 2012



# HDX Registration and Login Process



# Changing CoC Primary Contact

- Submit change requests through the HUDHRE Virtual Help Desk  
<http://www.hudhre.info/index.cfm?do=viewHelpdesk>
- Choose (HDX) from Program/System Drop Down
- Choose (Accessing/Changing Primary Contact) from Topic Drop Down
- Upload PDF of signed written request on letterhead
- Include Name of former and current CoC Primary Contact
- CoC Name and Number
- Contact information for new CoC Primary



# How Can I Access the HDX?

## Create and Account

- Accounts are created at HMIS.info
- Username and password are the same for both HMIS.info and the HDX.
- Do not create a new account, if you have an existing HMIS.info account

## Assign Rights

- CoC Primary Contact manages user access to HDX and assigns access levels to all modules

## Login

- Login after account is created and CoC Primary has granted you access



# Where Can I Create an Account?

- To create an HDX account, you must first create a [user account](http://www.hmis.info) at [www.hmis.info](http://www.hmis.info)

A HUD Sponsored Site  
**HMIS.INFO**  
Homeless Management Information Systems

Home Resources Communities Software Job Board Events

## Create an Account

*Create an account to take full advantage of HMIS.info.*

**General Information**

\* Your Email:   
(Your email address will also serve as your username.)

\* First Name:

\* Last Name:

Address:

City:

State:

Zip:

\* Phone:  ext:

Phone:  ext:   
(mobile, etc.)

Fax:



# How Does the CoC Primary Add Users?

- Go to the *HDX Admin* tab (only visible to the CoC Primary Contact)
- Click *Add User*

AHAR PULSE Messages Reports **HDX Admin**

## HDX Admin

User ▲	CoC	Housing Inventory			PIT Counts			AHAR			PULSE			
	Primary	Read	Write	Submit										
Lauren Dunton	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	Remove
Molly McEvilley	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	

**Add User** **Save**



# Adding a New User

- Enter the user's email address, first name, and last name
- Click *Add User*

**Add User**

Email\*:

First Name\*:

Last Name\*:



# Assigning Rights in HDX

There are three access levels for each module:

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



# Assigning Rights in HDX (cont'd)

To assign users' access levels for each module, click the appropriate checkbox.

[AHAR](#) [PULSE](#) [Messages](#) [Reports](#) [HDX Admin](#)

## HDX Admin

User ▲	CoC	Housing Inventory			PIT Counts			AHAR			PULSE			
	Primary	Read	Write	Submit										
Lauren Dunton	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Remove</a>
Molly McEvilly	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>												
New User	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Remove</a>

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



# HDX Dashboard

## Housing Inventory Counts

Status: **In Progress**

Report Due: **5/31/2011**  
Errors: **32**  
Warnings: **1**

Date of Inventory Count: **9/14/2011**  
Total Organizations: **35**  
Total Programs: **82**  
Total Year-Round Beds: **2780**  
Total Sheltered PIT<sup>1</sup>: **745**  
Utilization Rate: **27%**  
Updated By: **Tracy D'Alanno**  
Updated On: **2/24/2011**

[View HIC](#)

## Point-in-Time Counts

Status: **In Progress**

Report Due: **5/31/2011**  
Errors: **1**  
Warnings: **1**

### Sheltered Populations (most recent count)

Date of Count: **1/27/2011**  
Total Persons: **1224**  
Total Households: **821**

### Unsheltered Populations (most recent count)

Date of Count: **1/27/2011**  
Total Persons: **576**  
Total Households: **495**

[View PIT](#)

## AHAR<sup>2</sup>

Final Draft Due: **01/18/11**  
Errors: **340**  
Usability Errors: **15**

### (CO) AA-101 Ahar Site All Persons

ES-FAM	ES-IND	TH-FAM	TH-IND
! 0%	! 48%	! 100%	! 7%
PSH-FAM	PSH-IND	Summary	

## PULSE

Status: **In Progress**

Report Due: **08/11/2010**  
Errors: **13**  
Warnings: **10**

### Quarterly Count All Clients (most recent count)

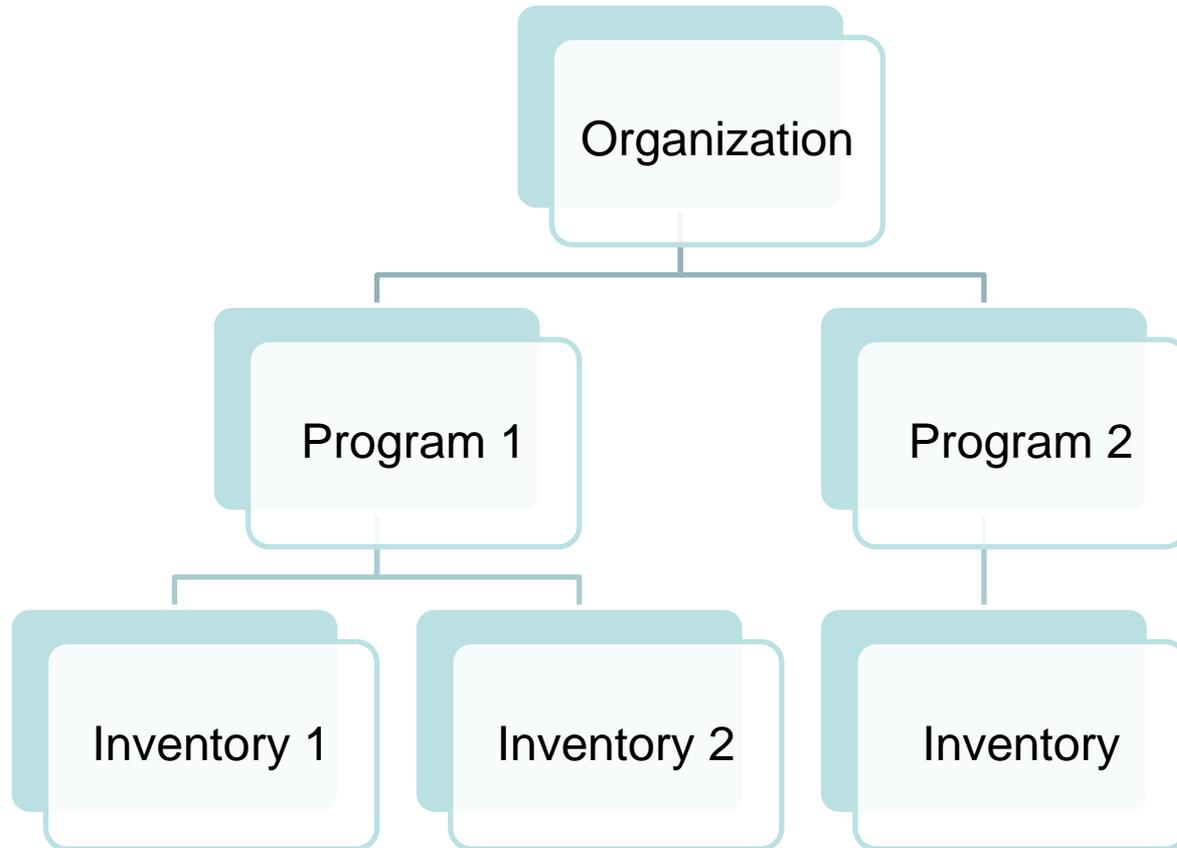
Reporting Quarter: **2010 Quarter 4**  
Total Persons: **7113**  
Total Households: **482**



# Entering & Submitting HIC Data



# An Overview of HIC Data





# Overview of HIC Submission Process in HDX

1. Set the date of the HIC
2. Duplicate previous year's HIC or upload HIC data from HMIS (optional)
3. Entry, review, and update of organization and program data
4. Entry, review, and update of inventory data
5. Entry of PIT count for each inventory record
6. Submission of HIC data to HUD



# Enter & Submit HIC Data

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

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[Housing Inventory Counts \(HIC\)](#) [Organizations & Programs](#) [Inventory List](#) [Inventory Details](#) [Unmet Need](#) [Reporting Status](#) [Import Data](#)

- Organizations and Programs
- Inventory List
- Inventory Details
- Unmet Need
- Reporting Status
- Import Data



# Duplicating the Previous Year's HIC

- Rather than entering all of your HIC data, you can duplicate your CoC's 2011 HIC data as a starting point.

**Housing Inventory Counts** Report Due: 4/30/2012  
Status: No 2012 Data Errors: -  
Warnings: -

Date of Inventory Count: -  
Total Organizations: 0  
Total Programs: 0  
Total Year-Round Beds: -  
Total Sheltered PIT<sup>1</sup>: -  
Utilization Rate: -  
Updated By: -  
Updated On: -

[Copy data from 2011](#)  
[View HIC](#)

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

Click the button "Copy Previous Year" to copy data from your last complete HIC (Inventory Count Date 1/25/2011) to the next year (2012).

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



# Importing HIC Data from HMIS

- If your HMIS can export program descriptor data in CSV format, you can upload it to the HDX.
- Data must be in the HUD HMIS CSV format.
- You must still enter PIT count data for all programs.

Duplicate Previous Year | Upload XML File | **Upload CSV Files**

Date of the Housing Inventory Counts: 1/25/2012

Site Information File: Choose File No file chosen

Agency Program File: Choose File No file chosen

Bed Inventory File: Choose File No file chosen

Upload



# HIC: Organizations and Programs

- Gives an overview of all organizations and programs in the CoC
- Can filter by year or active/closed status

Housing Inventory Counts (HIC) **Organizations & Programs** [Inventory List](#) [Inventory Details](#) [Unmet Need](#) [Reporting](#)  
[Status](#) [Import Data](#)

## Organization and Program Summary for AA-101 - Test CoC 1

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

Name/ID  Status  Year

Organization View  Program View

ID	Organization Name ▲	ID	Program Name	Year	Status	Total Beds
	<a href="#">Test Organization</a>		<a href="#">Test Program</a>	2011	Active	20
	<a href="#">Test Organization</a>		<a href="#">Test Program 3</a>	2011	Active	20
	<a href="#">Test Organization 2</a>		<a href="#">Test Program 2</a>	2011	Active	5



# Adding New Programs

- To add a new program:
  - Click on *Organizations & Programs* tab
  - Click on *Add Organization or Program*

Housing Inventory Counts (HIC) **Organizations & Programs** [Inventory List](#) [Inventory Details](#) [Unmet Need](#) [Reporting Status](#) [Import Data](#)

## Organization and Program Summary for AA-101 - Test CoC 1

Choose Organization or Program View to include or exclude Programs. Click on the name to edit.

Click "Add Organization or Program" to add an organization or program. The IDs are from your HMIS system (if supplied).

Name/ID	Status	Year	<input type="button" value="Search"/>	<input type="button" value="Show All"/>	<input type="radio"/> Organization View <input checked="" type="radio"/> Program View	<input type="button" value="Add Organization or Program"/>
<input type="text"/>	Active	2012				
ID	Organization Name	ID	Program Name	Year	Status	Total Beds



# Entering a New Program Record

## Add Organization or Program

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

Organization Name

Program Name

Status:  Active  Closed

Program Type

Geo Code  (Caledonia County)

Target Population A

Target Population B

HUD McKinney-Vento funded?  Yes  No

Notes

**Save**



# HIC: Inventory List Page

- Provides complete list of inventory
- Can search, filter, and sort data
- Can export data to Excel

Homelessness Data Exchange Now viewing data for AA-101 - Test CoC 1 Welcome, Tracy D'Alanno | Log Out  
 Home Dashboard **HIC** PIT AHAR PULSE Messages Reports HDX Admin  
 Housing Inventory Counts (HIC) Organizations & Programs **Inventory List** Inventory Details Unmet Need Reporting Status Import Data

## Inventory List for AA-101 - Test CoC 1

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

Date of the Housing Inventory Counts: 1/29/2011 [Change Date](#) [Choose Columns](#) [Show more search options](#)

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

[Export to Excel](#) [Add Organization or Program](#)

Star	Row #	Year	Prog. Type	Organization Name	Program Name	Geo Code	Inventory Type	Bed Type	Target Pop. A	Target Pop. B	McKinney- w/ Vento	Bed Type	Units w/ Children	Bed Type	CH	Year-Round	HMIS Beds w/ Children	HMIS Beds w/o Children	% of HMIS Beds with Children	% of HMIS Beds without Children	Total Seasonal Beds	Availability in HMIS	Start Date	End Date	Overflow Beds	HMIS Overflow Beds	PIT Count	Total Beds	Utilization Rate	La Or	
★	100701	2011	ES	<a href="#">Test Organization</a>	<a href="#">Test Program</a>	400918	C	Voucher beds	SF	NA	No		20		20		10		50 %	0	0					5	1	4	25	16 %	2/2 11: AM
★	100704	2011	TH	<a href="#">Test Organization</a>	<a href="#">Test Program 3</a>	100090	C				No		10	10	10	20	10	10	100 %	100 %								8	20	40 %	2/2 11: AM
★	100702	2011	TH	<a href="#">Test Organization 2</a>	<a href="#">Test Program 2</a>	100090	C		HC		No		5	4	5	3			60 %									1	5	20 %	2/2 11: AM
												Sum : 15	Sum : 14	Sum : 30	Sum :	Sum : 45	Sum : 13	Sum : 20				Sum : 0	Sum : 0			Sum : 5	Sum : 1	Sum : 13			



# HIC Inventory List – Date of Count

- Enter Date of Housing Inventory Count and click *Save*

Homelessness Data Exchange Now viewing data for: AA-103 - Test CoC 3

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[Housing Inventory Counts \(HIC\)](#) [Organizations & Programs](#) [Inventory List](#) [Inventory Details](#)

## Date of the Housing Inventory Counts for AA-103 - Test CoC 3 in 2012

Please Select the Date of the Housing Inventory Counts

Date of the Housing Inventory Counts:

Open the calendar popup.

S	M	T	W	T	F	S	
53	25	26	27	28	29	30	31
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
3	15	16	17	18	19	20	21
4	22	23	24	25	26	27	28
5	29	30	31	1	2	3	4

RECOVERY.GOV | U.S. Department of Housing and Urban Development Technical Support

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# HIC: Manage Inventory Details

Homelessness Data Exchange

Now viewing data for: AA-101 - Test CoC 1

Welcome, Stefan Baumgartner | [Log Out](#)

Development Site

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## Program Inventory Details

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

### Organization

Test Organization 2

### Program

[Add new program](#)

Test Program 2

### Program Characteristics for 2012

Program Type: ES: Emergency Shelter

Geo Code: 100090 (DOVER)

Target Population A: SM: Single males

Target Population B: HIV: HIV/AIDS populations only

HUD McKinney-Vento funded?  Yes  No

### Program Inventory

2012

[Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
100744	2012	C	4	4	100 %

### ★ Row # 100744 - Test Organization 2 - Test Program 2 - 2012

[Help](#) [Save](#)

Inventory Type  Current Inventory  New Inventory  Under Development

Bed Type  Facility-based beds  Voucher beds  Other beds

All Year-Round Beds / Units for Households...						
...with Children			...without Children		...with only Children	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Seasonal Beds				Overflow Beds	
Total Seasonal Beds	HMIS Seasonal Beds	Seasonal Beds Start Date	Seasonal Beds End Date	Total Overflow Beds	HMIS Overflow Beds
<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="4/15/2012"/>	<input type="text" value="8/15/2012"/>	<input type="text"/>	<input type="text"/>

Notes

Point-in-Time Homeless Count on 1/29/2012:  [Change Date](#)

[Assign inventory to different program](#)

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





# HIC: What's New About Program Characteristics?

## 2011

### Add Organization or Program

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

Organization Name

Program Name

Notes

Status

- Active  
 Closed

Save

## 2012

### Add Organization or Program

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

Organization Name

Program Name

Status:

- Active  Closed

Program Type

Geo Code

 (Allen County)

Target Population A

Target Population B

HUD McKinney-Vento funded?

- Yes  No

Notes

Save

30



# What's New About Program Inventory?

## Bed Type: Applies to both ES and TH

Program Inventory

2012

[Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate		
114097	2012	C	80	84	105 %		
114291	2012	N	20	18	90 %		

★ Row # 114097 - Apple Valley Services - Honeycrisp Transitional Housing - 2012

[Help](#) [Save](#)

Inventory Type  Current Inventory  New Inventory  Under Development

**Bed Type  Facility-based beds  Voucher beds  Other beds**

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



# HIC: Edit Existing Inventory Details

- On Inventory Details page, select the **Organization** for the program you would like to edit.

## Program Inventory Details

Select an Organization, Program, and Year to view Housing Inventory

**Organization**

Apple Valley Services

Apple Valley Services

Grape Ridge Organization

Paint Department Organization

Test Organization

Test Organization 2

Test Organization 2012

Test Organization 2012 / Active

Program Type: HC: Transitional Housing

Geo Code: 400966 (ENID)

Target Population A: HC: Households with children

Target Population B: NA: Not Applicable

HUD McKinney-Vento funded?  Yes  No



# HIC: Edit Program Inventory

- Choose the **Program** you wish to edit.

## Program Inventory Details

Select an Organization, Program, and Year to view Housing Inventory

Organization	Apple Valley Services
Program	<a href="#">Add new program</a> Honeycrisp Transitional Housing Golden Delicious Permanent Supportive Housing Honeycrisp Transitional Housing Macintosh Emergency Shelter
Program Type	TH: Transitional Housing
Geo Code	400966 (ENID)
Target Population A	HC: Households with children
Target Population B	NA: Not Applicable
HUD McKinney-Vento funded?	<input checked="" type="radio"/> Yes <input type="radio"/> No



# HIC: Edit Program Inventory (cont'd)

- Click on the row you wish to edit.

Program Inventory 2012

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate		
114097	2012	C	80	84	105 %		
114291	2012	N	20	18	90 %		

★ Row # 114291 - Apple Valley Services - Honeycrisp Transitional Housing - 2012

[Help](#)

Inventory Type     Current Inventory     New Inventory     Under Development

Bed Type     Facility-based beds     Voucher beds     Other beds

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

... with Children			... without Children		... with only Children	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds
20	6	20			0	0



# Adding Inventory or a New Program

You can also add a new program or add inventory to an existing program from the inventory details page.

Homelessness Data Exchange Now viewing data for: AA-101 - Test CoC 1 Welcome, Stefan Baumgartner | [Log Out](#)  
Development Site

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[Housing Inventory Counts \(HIC\)](#) [Organizations & Programs](#) [Inventory List](#) [Inventory Details](#) [Unmet Need](#) [Reporting Status](#) [Import Data](#)

## Program Inventory Details

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

Organization: Test Organization 2 [Add new program](#)

Program: Test Program 2

Program Inventory 2012 [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
100744	2012	C	4	4	100 %

- Click on [Add new program](#) to create a new program
- Click on [Add Inventory](#) to add new inventory



# HIC: Entering the PIT Count

- You must enter a PIT count for each inventory details record
- Before you can enter PIT count data in the HIC module, you or someone with write access to the PIT module must identify the date of the PIT count

Point-in-Time Homeless Count (No Date) -

[Set Date](#)



# HIC: Unmet Need

- Enter unmet need estimates and click **Save**
  - Updated unmet need guidance is available on HUD's HRE

Housing Inventory Counts (HIC) [Organizations & Programs](#) [Inventory List](#) [Inventory Details](#) **[Unmet Need](#)** [Reporting Status](#) [Import Data](#)

**Unmet Need for AA-101 - Test CoC 1**

Year:  Date of the Housing Inventory Counts: 1/29/2012 [Change](#)

All Year-Round Beds/Units					Seasonal Beds	Overflow Beds	
Beds for Households with at Least One Adult and One Child	Units for Households with at Least One Adult and One Child	Beds for Households without Children	Beds for Households with Only Children	Units for Households with Only Children	Total Year-Round Beds	Total Seasonal Beds	Overflow Beds
<b>Emergency Shelter</b>							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
<b>Transitional Housing</b>							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0		
<b>Safe Haven</b>							
		<input type="text"/>			0		
<b>Permanent Supportive Housing</b>							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0		



# HIC: Reporting Status

- Review validation errors and warnings
  - Errors **MUST** be resolved before submission
  - Warnings are potential data quality issues that require an explanation before submission
- Submit data to HUD by clicking the *Submit* button

Housing Inventory Counts (HIC) [Organizations & Programs](#) [Inventory List](#) [Inventory Details](#) [Unmet Need](#) [Reporting Status](#)

Reporting Status for AA-101 - Test CoC 1

Year: 2012

Current Status	In Progress	<a href="#">Submit Data</a>
Date of the Housing Inventory Counts	1/29/2012 <a href="#">Change</a>	
Reports +	13 Reports	
Last Update On	3/2/2012	
Last Update By	Lauren Dunton	
Submitted On	-	
Submitted By	-	
Validation Errors +	0 Validation Errors	
Validation Warnings +	0 Validation Warnings	
Messages +	No Messages	



# Entering & Submitting PIT Count Data



# PIT Count: Creating a New Count

- Click on the PIT tab on the toolbar
- Once on the PIT count page, click the *New Count* button

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

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Point-in-Time (PIT) [PIT Counts](#) [Reporting Status](#)

### Summary of PIT Counts for AA-101 - Test CoC 1

Date of Count	Sheltered ES Total Persons	Sheltered TH Total Persons	Sheltered SH Total Persons	Unsheltered Total
<a href="#">01/26/2011</a>	0	0	0	0



# Entering 2012 PIT Count Details

- Communities need to enter the date they conducted their PIT count
  - If the CoC conducted the count outside the last 10 days in January, indicate whether or not a waiver from HUD was obtained

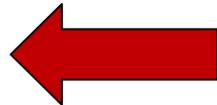
Point-in-Time (PIT)

PIT Counts

Reporting Status

## PIT Counts

Date of PIT Count

Received HUD Waiver?

Yes  No  Not applicable

Populations in this Count

- Sheltered and Unsheltered Count
- Sheltered-Only Count
- Unsheltered-Only Count

Save

[Hide Error Messages](#)

[Print Errors](#)



# Entering 2012 PIT Count Details (cont'd)

- Indicate whether the CoC conducted a sheltered and unsheltered count, or only a sheltered count
- Only enter unsheltered data if conducted a count in 2012

Point-in-Time (PIT) PIT Counts Reporting Status

## PIT Counts

**Date of PIT Count**  
 

**Received HUD Waiver?**  
 Yes  No  Not applicable

**Populations in this Count**

Sheltered and Unsheltered Count  
 Sheltered-Only Count  
 Unsheltered-Only Count

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





# PIT Count: Population Data

- Enter the number of persons by household type and program type counted in the CoC

*Remember to click "Save" in the top or bottom right when you are finished!*

Homeless Populations		Homeless Subpopulations		Notes	
<b>Persons in Households with at least one Adult and one Child</b>		<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
		Emergency	Transitional		
Number of Households	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Number of Persons (Adults and Children)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<b>Persons in Households with only Children<sup>a</sup></b>		<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
		Emergency	Transitional		
Number of Households	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Number of Persons (Age 17 or under)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Subtotal households with children	<input type="text"/>	0	0	<input type="text"/>	0
Subtotal persons in households with children	<input type="text"/>	0	0	<input type="text"/>	0
<b>Persons in Households without Children</b>		<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
		Emergency	Transitional	Safe Haven <sup>b</sup>	
Number of Households	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Number of Persons (Adults)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<b>Total Households and Persons</b>		<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
		Emergency	Transitional	Safe Haven <sup>b</sup>	
Total Households	<input type="text"/>	0	0	0	0
Total Persons	<input type="text"/>	0	0	0	0



# PIT Count: Subpopulation Data

Homeless Populations | **Homeless Subpopulations** | Notes

Chronically Homeless and Veteran Subpopulations <sup>a</sup> <i>(Veteran and Chronically Homeless subpopulation data is required for Sheltered and Unsheltered persons)</i>	Sheltered		Unsheltered	Total
	Emergency Shelters	Safe Havens		
Chronically Homeless Individuals <sup>b</sup>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Chronically Homeless Families (Total Persons in Household) <sup>c</sup>	<input type="text"/>		<input type="text"/>	0
	Sheltered		Unsheltered	Total
	Veterans in emergency shelters, transitional housing and safe havens			
Veterans	<input type="text"/>		<input type="text"/>	0
	Sheltered		Unsheltered	Total
	Persons in emergency shelters, transitional housing and safe havens			
Severely Mentally Ill	<input type="text"/>		<input type="text"/>	0
Chronic Substance Abuse	<input type="text"/>		<input type="text"/>	0
Persons with HIV/AIDS	<input type="text"/>		<input type="text"/>	0
Victims of Domestic Violence	<input type="text"/>		<input type="text"/>	0
Unaccompanied Child (Under 18)	<input type="text"/>		<input type="text"/>	0

- Enter the number of persons counted in each subpopulation by household type

*Remember to click “Save” in the top or bottom right when you are finished!*



# Explaining PIT Data

- Click on the *Notes* tab in the PIT module to enter any explanations about the PIT data

Homeless Populations Homeless Subpopulations **Notes**

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

Save

45



# Submitting the PIT Count

- Click on the Reporting Status Tab
- Review and address all validation errors and warnings
- Click the *Submit* button
  - Must submit PIT separately from HIC

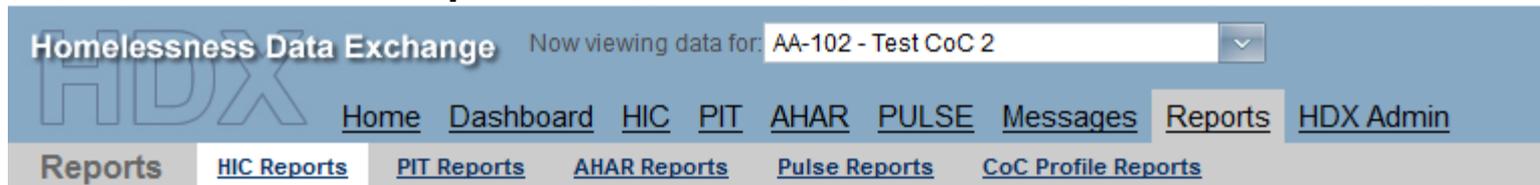
Date of Count: 01/26/2012

Current Status	In Progress	<a href="#">Submit Data</a>
Reports	• <a href="#">Point-in-Time Summary</a>  	
Last Update On	2/24/2012	
Last Update By	Lauren Dunton	
Submitted On	-	
Submitted By	-	
Validation Errors +	0 Validation Errors	
Validation Warnings +	0 Validation Warnings	
Messages +	No Messages	



# Next Steps...Using PIT and HIC Data in Your Community

- The HDX can generate multiple HIC and PIT reports for communities to use for their own planning purposes
- Use HIC and PIT data to inform CoC decisions
- Multiple reports are available on Reports tab
  - HIC, PIT, AHAR, Pulse reports and new CoC Profile Reports





# Resources

- A Guide to Counting Sheltered Homeless People
  - [http://www.hudhre.info/documents/counting\\_sheltered.pdf](http://www.hudhre.info/documents/counting_sheltered.pdf)
- 2012 HIC and PIT Data Collection Guidance
  - <http://www.hudhre.info/documents/2012HICandPITGuidance.pdf>
- 2012 PIT and HIC Frequently Asked Questions
  - [http://www.hudhre.info/documents/2012HICandPIT\\_FAQs.pdf](http://www.hudhre.info/documents/2012HICandPIT_FAQs.pdf)
- 2012 HIC and PIT Data Submission Guidance
  - <http://hudhre.info/index.cfm?do=viewResource&ResourceID=4620>



## Resources (cont'd)

- Calculating Unmet Need for Homeless Individuals and Families
  - [http://www.hudhre.info/documents/CalculatingUnmetNeed\\_December2011.pdf](http://www.hudhre.info/documents/CalculatingUnmetNeed_December2011.pdf)
- Preparing for Your 2012 Housing Inventory and Point-in-Time Counts webinar
  - [http://www.hudhre.info/documents/HICPIT\\_Slides.pdf](http://www.hudhre.info/documents/HICPIT_Slides.pdf)
- Preparing for Your 2012 Housing Inventory and Point-in-Time Counts with Special Attention on Veteran Program Guidance Webinar
  - [http://hudhre.info/documents/HICPITVA\\_11.1.11.pdf](http://hudhre.info/documents/HICPITVA_11.1.11.pdf)

# HUD HRE Virtual Help Desk

Welcome to the HUD HRE Virtual Help Desk. Review the Help Desk form for the list of HUD programs and topics the Help Desk is currently accepting questions on.

Do you want to track a question that was previously submitted, provide clarification to your question, or ask a follow-up question? Enter your confirmation key in the field below and select the "Go" button. (You should have received the confirmation key in the confirmation e-mail right after you submitted the question). This will enable both you and Virtual Helpdesk staff to access your original question and answer.

Confirmation Key:

Go

## Tips:

- On the form below you **must select the "Program / System" option first** before entering information in the remainder of the form. If you select the "Program / System" option after entering text, the form will reset and you may lose what you entered.
- If you need help in completing this form, visit our [Help document](#) (PDF).

## Your Details:

(\* required)

Please review the [HRE Virtual Help Desk Tips](#) document to determine which Program/System to select

Program / System: \*

Last Name: \*

First Name: \*

Name of Organization:

E-mail Address: \*

Confirm E-mail: \*

Phone: \*

**New HRE Features**

Search the New HRE

*Ready, SET, Go!*

HPRP Success Stories

**FY2011 CoC Competition**

APR Updates

## Ready, SET, Go!

The weekly *Ready, SET, Go!* webinar series will provide comprehensive information for CoCs, HMIS administrators, grantees, project sponsors and other stakeholders on a variety of topics focused on community planning and capacity building.

- Visit the [Ready, SET, Go!](#) page to view archived webinars.
- Visit the [HRE Calendar](#) to find an upcoming *Ready, SET, Go!* webinar.



**Are you Homeless or At-Risk of Homelessness?**

[Click here for Homeless Assistance.](#)

**Are you a Veteran or Serving Veterans?**

[Click here for Veteran's Assistance.](#)

## Find a resource

Do you need resources to help you better serve homeless persons and families?

### Enter a search term

Or select from one of the dropdown menus below



## Ask a question

Search FAQs or submit a question to the Virtual Help Desk.

### Enter a search term

Or select from the dropdown menu below

Or use the advanced search

[Advanced Search](#)

## Request technical assistance

Are you a HUD grantee, subrecipient, or Continuum of Care member implementing a homeless assistance program?

You can make a request to HUD for TA provider assistance. HUD will determine if the assistance should be on-call, on-site, or long-term. Submit your request using the Make a TA Request form.

[Make a TA Request](#)



# Webinar Evaluation

- You should now be able to:
  - Understand Homelessness Data Exchange (HDX) data entry workflow processes for Housing Inventory Count (HIC) and Point-in-Time (PIT) count.
  - Accurately enter required HIC and PIT data by final deadline.
  - Be familiar with available HDX reports that could be used by CoCs to assist with planning and policy development.
- Please complete the on-line survey to rate how well this webinar met its objectives