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

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Partners

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- **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

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 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 an 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 at www.hmis.info
How Does the CoC Primary Add Users?

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

Adding a New User

• Enter the user’s email address, first name, and last name
• Click Add User

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.

HDX Dashboard

Entering & Submitting 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

- 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.

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.

HIC: Organizations and Programs

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

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

Entering a New Program Record

HIC: Inventory List Page

- Provides complete list of inventory
- Can search, filter, and sort data
- Can export data to Excel
• Enter Date of Housing Inventory Count and click Save

HIC: Manage Inventory Details

HIC: What’s New About Program Characteristics?

2011 2012
What's New About Program Inventory?

Bed Type: Applies to both ES and TH

HIC: Edit Existing Inventory Details

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

HIC: Edit Program Inventory

- Choose the Program you wish to edit.
HIC: Edit Program Inventory (cont'd)

- Click on the row you wish to edit.

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.

- 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
**HIC: Unmet Need**

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

**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

**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

**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

**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
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!

PIT Count: Subpopulation Data

- 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
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

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
- 2012 HIC and PIT Data Collection Guidance
- 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
Resources (cont’d)

• Calculating Unmet Need for Homeless Individuals and Families
  – http://www.hudhre.info/documents/CalculatingUnmet
    Need_December2011.pdf

• Preparing for Your 2012 Housing Inventory and Point-in-
  Time Counts webinar

• Preparing for Your 2012 Housing Inventory and Point-in-
  Time Counts with Special Attention on Veteran Program
  Guidance Webinar
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