



Recording and Reporting Bed and Unit Inventory for Rapid Re-Housing (RRH) Projects

Recording and Reporting Bed and Unit Inventory for RRH projects depends on three interrelated concepts:

1. Number of “available” slots
2. Number of “occupied” slots
3. HMIS participation of the project

When we **report** on these concepts from Homeless Management Information Systems (HMIS), the individual reporting vehicles, e.g. the Longitudinal Systems Analysis (LSA), the Housing Inventory Count (HIC), the System Performance Measures (SPM) and the Annual Performance Report (APR), require different combinations of data, depending on what they’re trying to achieve.

	HMIS Participating	Non-HMIS Participating	
Occupied RRH beds/units	How data are recorded in HMIS for this information	Record in HMIS using the Universal Data Elements (UDE) for the project: Carefully record project start dates, move-in dates, and exit dates for each client enrolled in the RRH project. Use data quality reports in HMIS to continually improve and validate the quality of client-level data in your system.	CoCs must capture the number of occupied slots in each RRH project in the continuum on the HIC date each year, but there is no specific requirement on where or how to store that value in HMIS.
	How data are reported from HMIS for a single point in time	Any client/household record that has a housing move-in date recorded on or after the project start date and before the point in time report date will show as an occupied bed/unit on that date. Logically, if this number is greater than zero, then the number of occupied beds/units for any reporting period that includes this day will also be greater than zero. Relevant reports: The <i>APR</i> requires CoC Program-funded projects to report the occupied beds/units on specified quarterly dates. <i>LSA</i> upload files pull information from HMIS about clients in beds on specified quarterly dates (in LSACalculated). The <i>HIC</i> requires reporting the occupied beds/units in HDX 1.0 as the ‘inventory of RRH beds’ on the HIC date.	This value is not stored in HMIS for non-HMIS participating RRH projects. Instead, it is entered directly from the continuum’s records into HDX 1.0. Relevant reports: The <i>HIC</i> requires reporting the occupied beds/units in HDX 1.0 as the ‘inventory of RRH beds’ on the HIC date.
	How data are reported from HMIS over a period of time	All records of client/households who entered, exited, or were served over the course of the report period will be captured in reporting. Logically, this number cannot be zero if there is a day in this report period on which the reported number of clients served is greater than zero. Relevant reports: The <i>APR</i> requires CoC Program-funded projects to report the number of households and people served during the program year. <i>LSA</i> upload files contain information about households and people served during the reporting period (in LSAPerson, LSAHousehold, and LSACalculated). The <i>SPM</i> includes aggregate numbers of people served in RRH during the program year in various measures.	While PDDEs are required for non-HMIS projects (see “available RRH slots” section below), occupancy is not recorded and thus cannot be reported. Relevant reports: The other reporting in this section (occupied beds/units at a point-in-time for HMIS-participating and non-participating projects along with annual occupied beds/units for participating projects) are used to estimate the number of occupied beds/units in non-HMIS participating projects for the AHAR.
Available RRH slots	How data are recorded in HMIS for this information	Record in HMIS using the Project Descriptor Data Elements (PDDE) for the project: Enter the number of beds/units based on the <u>maximum number of persons who can be housed on a given night</u> . Generally speaking, this should be the number of beds and units the grantee proposed to serve in the grant application, unless there has been a change in funding or an approved modification to change the duration or amount of assistance. Verify that the information is still accurate by these standards quarterly, and update if not.	
	How data are reported from HMIS for a single point in time	Any active project record will show the most updated recorded bed/unit value as its official <u>number of available slots</u> on any given day for which a report is run. Logically, if this number is greater than zero, then the number of beds/units for any reporting period that includes this day will also be greater than zero. Relevant reports: The <i>APR</i> requires CoC Program-funded projects to report the available beds/units on specified quarterly dates. <i>LSA</i> PDDE upload files pull information about inventory start/end dates and beds/units from HMIS. These allow the Homelessness Data Exchange (HDX) 2.0 to determine the available slots on any given date.	
	How data are reported from HMIS over a period of time	All project records that were recorded over the course of the report period will be averaged over the number of days in that report period (most often 365 days). Logically, this number cannot be zero if there is a day in this report period on which the reported number of beds/units is greater than zero. Relevant reports: <i>LSA</i> PDDE upload files pull information about inventory start/end dates and beds/units from HMIS. These allow the HDX 2.0 to produce an adjusted value reflecting the average available slots over the full report period.	