2017 Housing Inventory and Point-in-Time Counts

Data Submission Guidance
The HIC and the PIT Count

The Housing Inventory Count (HIC)

• A report that informs the homeless assistance community on the capacity to house persons who are homeless and formally homeless at local and national levels

The Point-in-Time (PIT) Count

• Provides the homeless assistance community with data needed to understand the number and characteristics of persons who are homeless at one point-in-time
  • CoCs were required to conduct a sheltered and an unsheltered count during the last ten days of January 2017
2017 HIC and PIT Count Notice and Guidance

Notice CPD-16-060: 2017 HIC and PIT Data Collection for CoC and ESG Programs

2017 HIC and PIT Count Data Submission Guidance

All CoCs should review both the Notice and the Guidance to understand all the information that must be collected and how to report them in HDX.
Deadlines

**HDX** Opened for Data Entry: March 1, 2017

Deadline for Submitting HIC and PIT: May 1, 2017 7:59:59 p.m. Eastern Time

Meeting the HIC and PIT count data submission deadline is generally a factor considered by HUD in the annual CoC Program Competition.
GENERAL HDX OVERVIEW

What is it? Users? Timelines?
What is HDX?

A HUD website for CoCs to use in reporting local data for the following four reports on homelessness:

1. Housing Inventory Count (HIC)
2. Point-in-Time (PIT) Count
3. Annual Homeless Assessment Report (AHAR)
4. System Performance Measures (Sys PM)
HDX Users

• All Continuums of Care
• Persons assigned by the CoC to enter data on behalf of the CoC

Reminder!

The CoC is ultimately responsible for ensuring and overseeing the submittal of required and voluntary data
Welcome to the Homelessness Data Exchange website

Data from this website is intended for HUD and community use only. Public data sets are available at www.hudexchange.info or by contacting the specific Continuum of Care.

Requests to make edits to HC and/or PIT submitted data must be submitted through the Ask a Question page on HUD Exchange. To submit your request, select HDX (PIT, HIC, AHAR, Pulse) for the Program/System under Your Details, then under Question Details, choose either HC or PIT as the topic and subtopic. Please include a specific reason for your request in the question narrative.

The Homelessness Data Exchange (HDX)

The Homelessness Data Exchange is an online tool designed to allow Homeless Continuums of Care to submit data to the U.S. Department of Housing and Urban Development for:

DEADLINES

System Performance Measures

Thursday, June 16, 2016:
HDX Opens for Data Entry

Extended Deadline - Monday, August 15, 2016:
Deadline for Submittal of the System Performance Measures is 7:50 PM EST
Creating and Updating an HDX Account
Registration and Login Process

Create User Accounts at:
http://www.hudhdx.info/SignUp.aspx
Update an HDX Account

- Update using links on the dashboard
- After editing, click the blue **Save** or **Change Password** buttons to update the user’s contact information.
Login to HDX

Login to HDX using your username *(email address)* and password
HDX Primary Contact/CoC Collaborative Applicant

- Every CoC must designate a Primary Contact in HDX
- The CoC designates the primary contact is the individual the CoC designated by the CoC as its contact who is generally associated with the Collaborative Applicant
- The CoC primary contact assigns rights to all CoC users

Collaborative Applicant Changes
Requests to change the CoC Collaborative Applicant are submitted to HUD through the HUD Exchange Ask A Question page. Such a request must follow the protocol outlined in the HUD Exchange Frequently Asked Question: https://www.hudexchange.info/faqs/778/how-do-we-change-the-primary-contact/.
Adding and Updating CoC HDX Users

To add users:

1. Click on HDX Admin tab (only viewable to CoC Primary); then
2. The HDX Primary Contact should click on the Add User button on the HDX Admin tab
Adding and Updating HDX Users

• CoC Primary Contacts will need to know each user’s email address and first and last name in order to create the user accounts
• Click “Add User” button and fill out form to add contact
Adding and Updating HDX Users

HDX will display an alert if it is unable to find an account associated with that email address. The CoC Primary Contact should notify users who have not yet created an account and ask them to register at the HUDHDX.info Create an Account site.

![Add User Window]

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

Please ask this contact to sign up for an account on [http://www.hudhdx.info](http://www.hudhdx.info).

After creating an account, the contact can log in to [http://hudhdx.info](http://hudhdx.info).
• To remove users who no longer need access to HDX, the CoC Primary Contact clicks the Remove link in the far right column.
• A message will appear asking for verification; click OK, and the user will be deleted.
ASSIGNING USER ACCESS RIGHTS
Assigning User Access Levels

- **Read** – user can see the screens and any data that has been entered, but cannot enter or edit data;
- **Write** – user can enter and edit data, but cannot submit data; and
- **Submit** – user can approve and submit data to HUD.
Use the links in the blue navigation bar to access each module and to access reports and messages common to all modules.
Use the links in the gray navigation bar to access tables and screens associated with each module.
Housing Inventory Count (HIC)
What to Include in the HIC

Only projects with beds and units dedicated to serving homeless and formerly homeless persons, meaning:

- The primary intent of project is to serve homeless persons;
- The project verifies homeless status as part of its eligibility determination; and
- The clients actually served are predominantly homeless.
Changes to the HIC for 2017

1. The Rapid Rehousing Demonstration Program - DEM project type has been removed. DEM projects are now classified as RRH projects.

2. The McKinney-Vento funding question has been expanded from a “Yes” or “No” question to require CoCs to identify the actual HUD McKinney-Vento funding source associated with HMIS PDDE 2.6 – Federal Funding Source.

3. VA GPD (TIP) projects should report beds under the “Other Permanent Housing” (OPH) project type. Persons in these beds should not be included in the PIT Count.
Changes to the HIC for 2017

4. Beds dedicated for youth should include beds for all members of a youth-headed household.

5. A new field “Housing Type” has been added that combines the Transitional Housing (TH) Unit Type field and the scattered site field from the address section of the HIC. In this field CoCs will indicate whether the project is:
   - Site-based – single site
   - Site-based – clustered / multiple sites
   - Tenant-based – scattered site
Creating and Submitting 2017 HIC Data

The process for creating and submitting HIC data involves the following actions:

1. Duplicating the previous year’s HIC data already in HDX or importing HIC data exported from the CoC’s HMIS;

2. Entering or updating and reviewing organization and project data;

3. Entering or updating and reviewing project inventory data;

4. Entering and reviewing PIT count data for each project inventory record; and

5. Submitting HIC data to HUD.
Copying last year’s HIC Data

Copy data from link on the Dashboard – Click on the Copy data from 2016 link in the Housing Inventory Counts box. This link leads to the Import Data tab.

Reporting Status for AA-101 - Test CoC 1

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

<table>
<thead>
<tr>
<th>Housing Inventory Counts</th>
<th>Report Due: 5/1/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status: No 2017 Data</td>
<td>Errors: -</td>
</tr>
<tr>
<td></td>
<td>Warnings: -</td>
</tr>
<tr>
<td>Date of Inventory Count:</td>
<td>-</td>
</tr>
<tr>
<td>Total Organizations:</td>
<td>0</td>
</tr>
<tr>
<td>Total Projects:</td>
<td>0</td>
</tr>
<tr>
<td>Total Year-Round Beds:</td>
<td>-</td>
</tr>
<tr>
<td>Total Sheltered PIT:</td>
<td>-</td>
</tr>
<tr>
<td>Utilization Rate:</td>
<td>-</td>
</tr>
<tr>
<td>Updated By:</td>
<td>-</td>
</tr>
<tr>
<td>Updated On:</td>
<td>-</td>
</tr>
<tr>
<td>Copy data from 2016</td>
<td>View HIC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Point-in-Time Counts</th>
<th>Report Due: 5/1/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
<td>Errors: -</td>
</tr>
<tr>
<td></td>
<td>Warnings: -</td>
</tr>
<tr>
<td>Sheltered Populations (most recent count)</td>
<td>Date of Count: -</td>
</tr>
<tr>
<td></td>
<td>Total Persons: -</td>
</tr>
<tr>
<td></td>
<td>Total Households: -</td>
</tr>
<tr>
<td>Unsheltered Populations (most recent count)</td>
<td>Date of Count: -</td>
</tr>
<tr>
<td></td>
<td>Total Persons: -</td>
</tr>
<tr>
<td></td>
<td>Total Households: -</td>
</tr>
</tbody>
</table>

View PIT

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Importing HIC Data from HMIS

To import CSV data, navigate to the Import Data tab on the gray toolbar and click on the Upload CSV Files sub-tab.

![Image of the User Interface for Importing Data]

**Import Data to AA-101 - Test CoC 1**
Add or Edit Organization and Project Information

Add or edit Organization and Project Information from the Organizations and Projects tab

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

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

<table>
<thead>
<tr>
<th>ID</th>
<th>Organization Name</th>
<th>ID</th>
<th>Project Name</th>
<th>Project Type</th>
<th>Geo Code</th>
<th>Target Pop. A</th>
<th>Target Pop. B</th>
<th>McKinney-Vento</th>
<th>Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>264</td>
<td>Aguilila Foundation</td>
<td>787</td>
<td>Caldwell Family Center</td>
<td>PH</td>
<td>080390</td>
<td>SMF</td>
<td>Yes</td>
<td></td>
<td>568 E BRIDGE ST</td>
<td>BRIGHTON</td>
</tr>
<tr>
<td>60</td>
<td>Almost Home Inc.</td>
<td>3440</td>
<td>Emergency Shelter</td>
<td>RRH</td>
<td>089001</td>
<td>HC</td>
<td>DV</td>
<td>Yes</td>
<td>2051</td>
<td></td>
</tr>
<tr>
<td>212</td>
<td>Alternatives to Family Violence</td>
<td>12242</td>
<td>SafeHouse Emergency Shelter</td>
<td>ES</td>
<td>089001</td>
<td>SMF+HC</td>
<td>DV</td>
<td>Yes</td>
<td>568 E BRIDGE ST</td>
<td>BRIGHTON</td>
</tr>
<tr>
<td>473</td>
<td>Apple Valley Services</td>
<td>2051</td>
<td>Youth III</td>
<td>TH</td>
<td>080144</td>
<td>YMF</td>
<td>NA</td>
<td>No</td>
<td>1919 QUENTIN ST</td>
<td>AURORA</td>
</tr>
<tr>
<td>12624</td>
<td>Aurora Mental Health Center AMHC</td>
<td>31669</td>
<td>GPD Aurora Veterans Home</td>
<td>TH</td>
<td>080072</td>
<td>SM</td>
<td>No</td>
<td>1919 QUENTIN ST</td>
<td>AURORA</td>
<td></td>
</tr>
</tbody>
</table>
Inventory information about the project beds and units is entered on the Inventory Details tab.
Validation Warnings and Errors

HDX will display validation warnings and errors to assist CoCs in identifying and addressing any inconsistencies in the HIC data.

- Validation errors represent inconsistencies with data that are impossible and **MUST** be corrected before HDX will permit the CoC to submit data.
- Validation warnings appear if reported data are possible but require an explanation. Any record with a validation warning should include a note of explanation in its *Notes* box.
Use the Reporting Status tab to submit data, export reports, and view validation errors and warnings.
Submitting HIC Data

HIC data **MUST** be submitted to HUD in HDX by 7:59:59 p.m. eastern time on **Monday, May 1, 2017**.

- To submit HIC data, click on the **Reporting Status** tab on the gray toolbar.
- If the data contain any validation errors or unexplained warnings, the **Submit Data** button will be light gray. This button cannot be clicked until any errors have been corrected or notes have been added to explain any warnings.

**Reporting Status for AA-102 - Test CoC 2**

```
Year: 2016

| Current Status | In Progress - Please fix errors to submit | Submit Data |
```
Submitting HIC Data

Once the CoC’s HIC data are error-free, the *Submit Data* button in the top right corner of the table will be blue. Click it to submit the CoC’s HIC data to HUD.

Submitting the HIC and the PIT 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 HDX by the submission deadline in order for the submission to be considered complete.**
Point-In-Time Count (PIT)
PIT Count Guidance

- CoCs are required to conduct PIT counts at least every other year, during last 10 days in January
- CoCs are required to conduct a sheltered and an unsheltered count in 2017
- Counts must be conducted in compliance with HUD standards and [PIT Count Methodology Guide](#)
- CoCs will be required to identify in HDX the methodologies used for their 2017 PIT count

CoCs are strongly encouraged to use HMIS to generate their sheltered count where possible
Sheltered PIT Count

All persons who meet the criteria at 24 CFR 578.3(1)(ii) of the [Homeless Definition Final Rule](#)

**Sheltered homeless persons**

- **Emergency shelters** (including persons assisted with hotel and motel vouchers)
- **Transitional housing**
- **Safe Havens**

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Unsheltered PIT Count

Include all persons who meet criteria at 24 CFR 578.3(1)(i) of the [Homeless Definition Final Rule](#)

**Unsheltered homeless persons**

Primary nighttime residence is a public place not designated for or ordinarily used as a regular sleeping accommodation for human beings, including: car, park, abandoned building, bus or train station, airport, or camping ground
People to NOT Include in PIT Count

Do not include people residing:

- in PSH projects (including VASH)
- in locations not listed on the HIC (i.e., beds/units not dedicated for homeless)
- temporarily with family or friends
- in housing they rent or own (permanent housing), including rental housing with RRH assistance
- People residing in institutions
Changes to PIT Count for 2017

- New gender identity option – “Don’t identify as male, female, or transgender.

<table>
<thead>
<tr>
<th>Gender (adults and children)</th>
<th>Sheltered</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Emergency</td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Male</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Transgender</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Don’t identify as male, female, or transgender</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

The new gender category is intended to represent people whose gender identity is not “male, female, or transgender,” and should not be used in the event that gender of a person is unknown. CoCs should use approved extrapolation techniques to ensure that the total number of persons listed under each category equal the total number of persons counted.
Changes to PIT Count for 2017

- Persons experiencing chronic homelessness will now be reported by Household Type.
- HUD clarification: If one adult or youth head of a household qualifies as chronically homeless, than all persons in the household should be counted as chronically homeless.

✅ This means that CoCs should count all persons in the household as chronically homeless and all beds on the HIC dedicated to these household members should be counted on the HIC.
Accessing the PIT Count Module

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

- The PIT count module can be accessed from the Dashboard by clicking on the View PIT link in the bottom right corner of the Point-in-Time Counts box.
Accessing the PIT Count Module

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

To enter 2017 PIT count data, click on the blue New Count button in the top left corner of the screen.
Navigating the PIT Count Module

The PIT count module includes eight links on the secondary navigation bar, which direct to distinct tabs. Each of the tabs is described in detail in the following sections.

Data to be reported in the PIT count module are made up of five basic components:

- **Homeless Populations** – Total number of persons and households counted in households with children, households without children, and households with only children, including demographic characteristics and chronically homeless status.
- **Additional Homeless Populations** – Number of people experiencing homelessness who have experienced serious mental illness, substance use disorders, HIV/AIDS, and domestic violence.
- **Youth Populations** – Total number of youth and youth households, including unaccompanied youth and parenting youth, and their demographic characteristics.
- **Veteran Populations** – Total number of veterans, veteran households, persons in veteran households, the demographic characteristics of veterans, and chronic status of veterans.
- **Methodology** – Reporting on the methodologies that were used to conduct the CoC’s sheltered and unsheltered PIT counts.
CoCs must collect and report information on the following three household types. Each household type is reported on a separate tab.

**Households with at least one adult and one child** - This category includes households with at least one adult, aged 18 and older, and one child under age 18.

**Households with only children** - This category includes only persons under age 18.

**Households without children** - This category includes single adults, adult couples with no children, and groups of adults.
PIT/HIC Count Tools, Guidance and Webinars

To view more detailed resources related to HIC/PIT counts, data collection, and reporting, visit the PIT and HIC Resources page on the HUD Exchange at https://www.hudexchange.info/programs/hdx/guides/pit-hic/#general-pit-guides-and-tools
Submit Questions to HUD’s Exchange’s Ask-a-Question at:
https://www.hudexchange.info/program-support/

Please note: Due to the high volume of questions, please read the regulations and the training materials provided prior to submitting your question to Ask-a-Question