



Reporting Housing Inventory Count and Point-in-Time Count Data in HDX

April 2, 2013

Presenters:

- William Snow, HUD
- Tracy D'Alanno, Abt
- Lauren Dunton, Abt

Resource Advisors:

- Tom Albanese, Abt



Webinar Format

- Webinar will last approximately one hour
- Audio recorded and phones muted
- Webinar recording on the OneCPD Resource Exchange Training & Events Page: <https://www.onecpd.info/training-events/>
- Feedback survey and instructions to get credit will be emailed following webinar



Submitting Questions

- Submit questions through “Questions” function in “GoToWebinar” toolbar
- Questions after the webinar?
 - Submit to OneCPD Ask A Question at <https://www.onecpd.info/ask-a-question/my-question/>
 - Select **HDX** as the Reporting System on Step 2



Course Catalog

Featured Courses

Webinar

Basics of a Part 58 Environmental Review for HUD-Assisted Projects Webinar

This webinar is a basic orientation to HUD's Part 58 regulations on environmental review responsibilities of Responsible Entities.

Webinar

HOPWA Financial Management Online Training

This webinar covers the overall financial management process for HOPWA grantees.

Webinar

CoC Program: Understanding the Role of the Collaborative Applicant Webinar

This webinar provides an overview of the role of the collaborative applicant and explains the collaborative applicant's relationship to the Continuum of Care.

Webinar

Implementing the HEARTH Act: The Emergency Solutions Grants Program

This webinar provides a big-picture overview of HUD's policy priorities for ESG, along with a review of key requirements and some FAQs.

Find by

- All
- Program
- Cross Cutting Requirement
- Reporting System
- Activity
- Program Management

Course Type

All Course Types



Find

Clear



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

HUD.GOV

U.S. Department of Housing and Urban Development

Secretary Shaun Donovan



Homelessness Data Exchange



[Home](#)

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[Create an Account](#)

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

[2013 HIC and PIT Data Submission Guidance](https://www.onecpd.info/resource/2901/2013-hic-and-pit-data-submission-guidance/)

<https://www.onecpd.info/resource/2901/2013-hic-and-pit-data-submission-guidance/>





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 Monday, April 1, 2013
- CoCs must submit **both** HIC and PIT data by Tuesday, April 30, 2013



HDX Registration and Login Process

HUD.GOV

U.S. Department of Housing and Urban Development

Secretary Shaun Donovan



Homelessness Data Exchange

HDX

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Create an Account



The CoC Primary Contact is Responsible for:

- Ensuring that your HIC and PIT data is accurate and submitted in HDX by the deadline
- Adding users and assigning access rights to the modules in HDX



Updating CoC Primary Contact

How to change/update CoC primary contact:

- Submit change requests through the OneCPD <http://www.hudhre.info/index.cfm?do=viewHelpdesk> under the “Continuum of Care Program” option.
- Attach written request on letterhead, signed by an authorized person for the CoC.
- Include name of former contact and new contact
- Include new contact’s phone, position, email address, mailing address and reason for request



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*
- The HDX will display an alert if it is unable to find an account associated with that email address.

Add User

Email*:

First Name*:

Last Name*:

Add User

There is no user account on [hudhdx.info](http://www.hudhdx.info) with that email address yet.

Please ask this contact to sign up for an account on <http://www.hudhdx.info>.

After creating an account, the contact can log in to <http://hudhdx.info>.



Assigning Rights in HDX

- **Read:** Can view data
- **Write:** Can enter and edit data, but cannot submit data
- **Submit** – Can view, enter and submit data

[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"/>	
New User	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	Remove

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



How to Create an Account



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Homelessness Data Exchange

HDX

[Home](#) [Login](#) [Create an Account](#)

Create an Account

(* required)

* Your Email:	<input type="text"/>
	(Will also serve as your username.)
* Confirm Email:	<input type="text"/>
* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
* Name of Organization:	<input type="text"/>
* User Type:	<input type="text"/>
Your CoC:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
* State:	<input type="text"/>
Zip:	<input type="text"/>

- Go to the [Homelessness Data Exchange Home Page](http://www.hudhdx.info/) address: <http://www.hudhdx.info/>
- Click on [Create an Account](#)
- Complete Information and submit
- Once your account has been created and the CoC Primary has granted access you will be able to login





Updating Your Account

- Click on the Update your account information link from the Dashboard page

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

Home Dashboard HIC PIT AHAR PULSE Messages Reports HDX Admin

Dashboard Reporting Status CoC Overview

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](#)

Housing Inventory Counts Status: In Progress	Report Due: 4/30/2013 Errors: 14 Warnings: 4	Point-in-Time Counts Status: Submitted	Report Due: 4/30/2013 Errors: 1 Warnings: 2
Date of Inventory Count: 1/22/2013 Total Organizations: 3 Total Programs: 5 Total Year-Round Beds: 665 Total Sheltered PIT ¹ : 180 Utilization Rate: 27% Updated By: Stefan Baumgartner Updated On: 12/21/2012 View HIC		Sheltered Populations (most recent count) Date of Count: 1/24/2013 Total Persons: 0 Total Households: 173 Unsheltered Populations (most recent count) Date of Count: 1/24/2013 Total Persons: 0 Total Households: 74 View PIT	



Homelessness Data Exchange

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



HDX

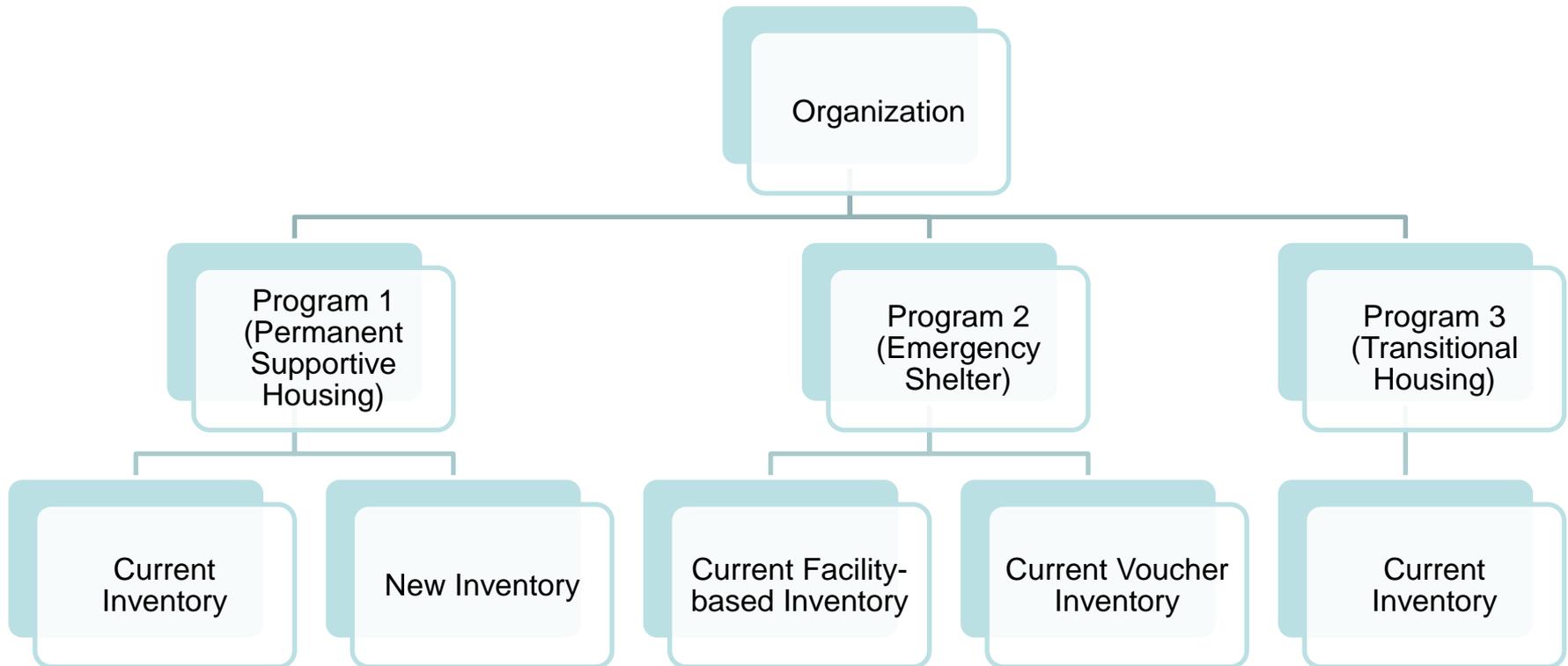
[Home](#) [Dashboard](#) [HIC](#) [PIT](#) [AHAR](#) [PULSE](#) [Messages](#) [Reports](#) [HDX Admin](#)

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

Entering & Submitting HIC Data



An Overview of HIC Data





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 2012 HIC data as a starting point.

Housing Inventory Counts Report Due: 4/30/2013
Status: No 2013 Data Errors: -
Warnings: -

Date of Inventory Count: -
Total Organizations: 0
Total Programs: 0
Total Year-Round Beds: -
Total Sheltered PIT¹: -
Utilization Rate: -
Updated By: -
Updated On: -

[Copy data from 2012](#)
[View HIC](#)

[Duplicate Previous Year](#) Upload CSV Files

Click the button "Copy Previous Year" to copy data from your last complete HIC (Inventory Count Date 12/31/2012) to the next year (2013).

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, update fields not collected in HMIS and complete the unmet need chart.

Duplicate Previous Year | **Upload CSV Files**

Date of the Housing Inventory Counts:

Site Information File:

Agency Program File:

Bed Inventory File:



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'Ala

[Home](#) [Dashboard](#) [HIC](#) [PIT](#) [AHAR](#) [PULSE](#) [Messages](#) [Reports](#) [HDX Admin](#) Developme

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: **12/31/2013** [Change Date](#) [Choose Columns](#) [Show more search options](#)

Search Year **2013** Program **Any** [Search Inventory](#) [Show All](#) [Export to Excel](#) [Add Organization or Program](#)

Star	Prog. Year	Organization Name	Program Name	Geo Code	Inventory Type	Bed Type	Target Pop. A	Target Pop. B	McKinney-Vento	Beds HH w/ Children	Beds HH w/o Children	Beds HH w/ only Children	Year-Round Beds	HMIS Beds HH w/ Children	HMIS Beds HH w/o Children	HMIS Beds HH w/ only Children	PIT Count	Utilization Rate		
★	2013	Name of Organization Administering Units	FEMA Temporary Housing Units	080072	N	Facility-based beds	SMF+HC	VET	No	10	10	10	30	10	10	10				
★	2013	Test Organization	Test Program	400918	C	Facility-based beds	SF	NA	No		20		20		10					
★	2013	Test Organization	Test Program 3	100090	C	Voucher beds			No	10	10		20	10	10					
										Sum : 20	Sum : 40	Sum : 10	Sum : 70	Sum : 20	Sum : 30	Sum : 10	Sum :			





Organizations and Programs List

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

Development

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

Organization and Program Summary for AA-102 - Test CoC 2

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 ▲	Year	Status	Total Programs	Total Beds
Test 2		2013	Active	1	10



Adding New Organizations and Programs

- Click on the Organizations and Programs link



- Click on the **Add Organization or Program** Button



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).

ID	Organization Name	Year	Status	Total Programs	Total Beds
	Name of Organization Administering Units	2013	Active	2	165
	New RRH from Old HPRP	2013	Active	1	100



Add Organization or Program

Enter the required information, including:

- Organization Name
- Program Name
- Status
- Program Type
- Geocode
- Target Population A
- Target Population B
- HUD McKinney-Vento funded?

Add Organization or Program

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

Organization Name	<input type="text"/>
Program Name	<input type="text"/>
Status	<input checked="" type="radio"/> Active <input type="radio"/> Closed
Provider Program Type	<input type="text" value="--Select--"/>
Geo Code	<input type="text"/>
Target Population A	<input type="text" value="--Select--"/>
Target Population B	<input type="text" value="--Select--"/>
HUD McKinney-Vento funded?	<input type="radio"/> Yes <input type="radio"/> No
Notes	<input type="text"/>



Optional Address Information

- You may also enter optional program address information:
 - Street address
 - City
 - State
 - Zip Code

Address Validation

Below is the address you entered in the standardized, corrected format provided by the United States Postal Service:

Address Line 1: 200 E COLFAX AVE
Address Line 2:
City: DENVER
State/Zip: CO 80203

Do NOT enter address information for Domestic Violence Programs



Editing An Existing Organization

- To change the name of an organization, click on the organization name on the Organizations & Programs tab.

Housing Inventory Counts (HIC) **Organizations & Programs** Inventory List Inventory Details Unmet Need Re

Organization and Program Summary for AA-103 - Test CoC 3

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="text"/>	Active	2013	Search	Show All	Export to Excel
ID	Organization Name				
	Helping Institutional Hand				
	HPRP Now				

Edit Organization "Helping Institutional Hand"

Update the of name this organization and click SAVE.

Organization Name	<input type="text" value="Helping Institutional Hand"/>	<input type="button" value="Save"/>
-------------------	---	-------------------------------------

Update and Save



Editing an Existing Program

- Go to the Organizations & Programs tab in Program View and click on the program's name.

Development

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

Organization and Program Summary for AA-104 - Test CoC 4

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 Search Show All Export to Excel

Organization View **Program View**

ID	Organization Name	ID	Program Name	Program Type	Geo Code	Target Pop. A	Target Pop. B	McKinney-Vento	Address	City	State	Zip	Year	Status	Total Beds
	New Test Organization		Program 1	RRH	080390	HC		Yes	200 E COLFAX AVE	DENVER	CO	80203	2013	Active	100
	Test Organization		Program 1	TH	080390	HC		Yes	200 E COLFAX AVE	DENVER	CO	80203	2013	Active	0
3	Window Covering Organization	2813	Fancy Curtains ES	ES	391062	SMF+HC		Yes					2013	Active	60



Edit Program

Edit program details and Save

- Note: Setting a program's status to 'Closed' will remove it from the 2013 HIC.
- If for some reason, the program re-opens in another year, you will be able to change the status back to 'Active'.

Edit Program "Program 1"

Update the details of this program and click SAVE.

Organization Name	<input type="text" value="New Test Organization"/>
Program Name	<input type="text" value="Program 1"/>
Status	<input checked="" type="radio"/> Active <input type="radio"/> Closed
Provider Program Type	<input type="text" value="RRH: Rapid Re-housing"/>
Geo Code	<input type="text" value="080390"/> (DENVER)
Target Population A	<input type="text" value="HC: Households with children"/>
Target Population B	<input type="text" value="NA: Not Applicable"/>
HUD McKinney-Vento funded?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Notes	<input type="text" value="You may leave a note about this organization or program in this box."/>
Site Address (optional)¹	
Address Line 1	<input type="text" value="200 E COLFAX AVE"/>
Address Line 2	<input type="text"/>
City	<input type="text" value="DENVER"/>
State/Zip	<input type="text" value="CO"/> <input type="text" value="80203"/>

Save

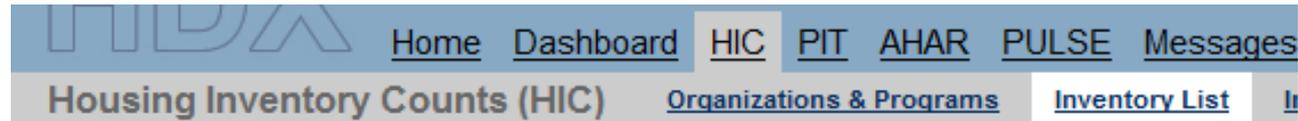
28



Provider Program Inventory Details

There are two ways to access the Inventory Details page:

- From the Inventory List page – Click on Program Name



Inventory List for AA-103 - Test CoC 3

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

Date of the Housing Inventory Counts: **1/29/2013** [Change Date](#) [Choose Columns](#) [Show](#)

Search Year Program

Star	Year	Prog. Type	Organization Name ▲	Program Name	Geo Code	Inventory Type	Target Pop. A	Target Pop. B	McKinney-Vento
★	2013	TH	Helping Institutional Hand	Main Street House	012268	C	SM	HIV	No



Provider Program Inventory Details

- You may also navigate directly to the Inventory Details tab by selecting the link for this tab from the gray secondary navigation bar in HIC module
- Use drop-down arrows to select the organization and program



Provider Program Inventory Details

Select an Organization, Program, and Year to view Housing Inventory. Click any row in the table to view

Organization	Helping Institutional Hand	▼
Program	Main Street House	▼

[Add new program](#)

Provider Program Inventory		
Row #	Year	Inventory
116348	2013	C



Provider Program Inventory Details

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

- 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

Provider 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

Program

Test Program 3 [Add new program](#)

Provider Program Characteristics for 2013

Provider Program Type

ES: Emergency Shelter

Geo Code

100090 (DOVER)

Target Population A

--Select--

Target Population B

--Select--

HUD McKinney-Vento funded?

Yes No

Provider Program Inventory

2013 [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
116360	2013	C	20		

Row # 116360 Test Organization Test Program 3 2013

[Hide Errors](#) [Print Errors](#)

[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...

... with Children			... without Children		... with only Children	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds
10	10	10	10	10		

Seasonal Beds

Beds	HMIS Beds	Start Date	End Date

Overflow Beds

Beds	HMIS Beds



Edit Program Inventory

- Click on the **Organization**, **Program** and **Row** you wish to edit.

Provider 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

Program [Add new program](#)
Test Program

Provider Program Characteristics for 2013

Provider Program Type
TH: Transitional Housing

Project Uses an RRH Model
 Yes No

Geo Code
400918 (EDMOND)

Target Population A
SM: Single males

Provider Program Inventory 2013 [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
116365	2013	C	20		
116368	2013	U	50		
116369	2013	N	100		

★ Row # 116369 - Test Organization - Test Program - 2013

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

Inventory Type Current Inventory New Inventory Under Development

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

... with Children			... without Children		... with only Children	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds
100	35	80				



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

[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](#)

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 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



What's New About Program Inventory?

Rapid Rehousing has been added as a new Provider Program Type

Provider Program Inventory Details

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

Organization
Name of Organization Administering Units

Program [Add new program](#)
New Rapid Rehousing Program

Provider Program Characteristics for 2013

Provider Program Type
RRH: Rapid Re-housing

Geo Code
080144 (BOULDER)

Target Population A
HC: Households with children

Target Population B
DV: Domestic violence victims only

HUD McKinney-Vento funded?
 Yes No

Transitional Housing projects must identify whether or not they are using a RRH model

Provider Program Inventory Details

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

Organization
Name of Organization Administering Units

Program [Add new program](#)
New Rapid Rehousing Program

Provider Program Characteristics for 2013

Provider Program Type
TH: Transitional Housing

Project Uses an RRH Model
 Yes No

Geo Code
080144 (BOULDER)

Target Population A
HC: Households with children

Target Population B
DV: Domestic violence victims only

HUD McKinney-Vento funded?
 Yes No



What's New About Program Inventory?

- The Homelessness Prevention and Rapid Re-housing Program (HPRP) ended on September 30, 2012. Therefore, the HPRP Rapid Re-housing option has been removed as a choice under Provider Program Type.

Duplicate Previous Year

Upload CSV Files

Copied 3 inventory records from 2012 to 2013

The following HPRP Provider Programs have been automatically closed since the HPRP Program ended on September 30, 2012. See 2013 HIC and PIT Data Entry Guidance for instructions on how to reactivate closed programs if you need to change the provider program type to RRH or another provider program type.

Organization Name	Program Name
New RRH from Old HPRP	RRH Instead of HPRP Program

Export to Excel



What's New About Program Inventory?

Programs “Under Development” will need to indicate whether or not the provider program is expected to begin operation within the next 12 months.

Provider Program Inventory 2013 [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
116365	2013	C	20		
116368	2013	U	50		

★ Row # 116368 - Test Organization - Test Program - 2013

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

Inventory Type Current Inventory New Inventory Under Development

Provider program is expected to begin operations within the next 12 months

Yes No

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

... with Children			... without Children		... with only Children	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds
			50			



Entering A PIT Count on the HIC

- 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

- The total number of sheltered persons counted on the HIC **should** equal the total number of sheltered persons counted on the PIT



Unmet Need

- Click on the **Unmet Need** tab in the gray toolbar
- Values must be entered for every cell
 - If value is 0, enter 0

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
Emergency Shelter							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>
Transitional Housing							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0		
Safe Haven							
		<input type="text"/>			0		
Permanent Supportive Housing							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0		

This tab must be completed before you will be able to submit your HIC data



Validation Warnings and Errors

Review validation errors and warnings

- Errors **MUST** be resolved before submission
- Warnings are potential data quality issues that require an explanation before submission

Reporting Status for AA-102 - Test CoC 2

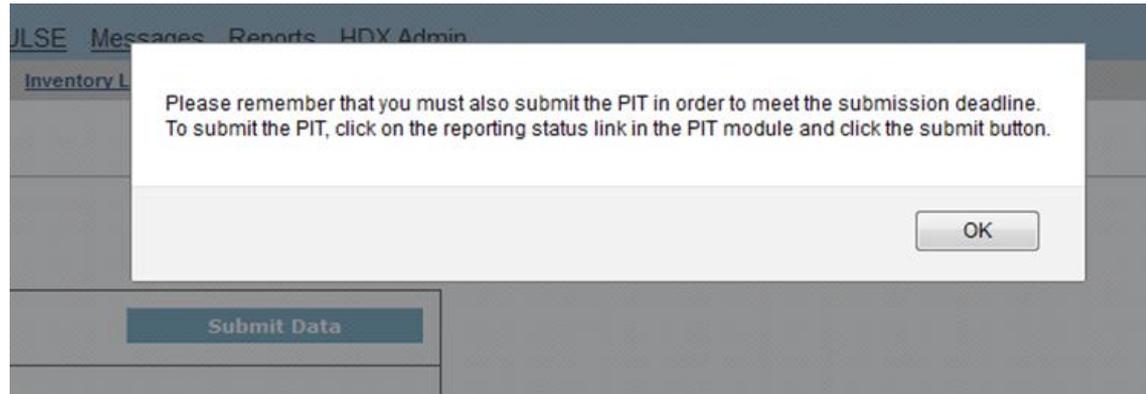
Year: 2013

Current Status	In Progress - Please fix errors to submit <input type="button" value="Submit Data"/>									
Date of the Housing Inventory Counts	1/26/2013 Change									
Reports +	13									
Last Update On	1/25/2013									
Last Update By	Tracy D'Alanno									
Submitted On	12/14/2012 ✓									
Submitted By	Tracy D'Alanno									
Validation Errors -	<div style="border: 1px solid red; padding: 2px;">4 Validation Errors - Please fix in order to submit data Print</div> <table border="1"><thead><tr><th>Organization/Program</th><th>Error</th><th></th></tr></thead><tbody><tr><td>Test 2/ Program 2 TH - C</td><td>Please enter a Point-in-Time Homeless Count.</td><td>Fix This</td></tr><tr><td>Test 2/ Program 2 TH -</td><td>Please indicate whether the project uses an RRH model.</td><td>Fix This</td></tr></tbody></table>	Organization/Program	Error		Test 2/ Program 2 TH - C	Please enter a Point-in-Time Homeless Count.	Fix This	Test 2/ Program 2 TH -	Please indicate whether the project uses an RRH model.	Fix This
Organization/Program	Error									
Test 2/ Program 2 TH - C	Please enter a Point-in-Time Homeless Count.	Fix This								
Test 2/ Program 2 TH -	Please indicate whether the project uses an RRH model.	Fix This								



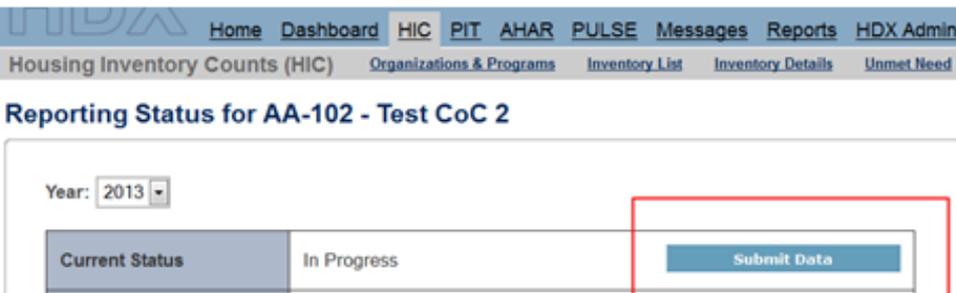
Submitting HIC Data

- HIC Data is submitted from the HIC Reporting Status Page
- You must have submit authority to see the blue submit button



A reminder message will appear when you submit your HIC data if the PIT data has not yet been submitted.

40





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

[Home](#) [Dashboard](#) [HIC](#) **[PIT](#)** [AHAR](#) [PULSE](#) [Messages](#) [Reports](#) [HDX Admin](#)

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
01/26/2011	0	0	0	0



Entering 2013 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)

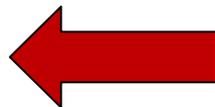
[PIT Counts](#)

[Reporting Status](#)

PIT Counts

Date of PIT Count

1/31/2013



Populations in this Count

- Sheltered and Unsheltered Count
- Sheltered-Only Count

[Save](#)

[Hide Error Messages](#)

[Print Errors](#)



PIT Count: Population Data

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

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

Homeless Populations		Homeless Subpopulations		Methodology		Notes	
Persons in Households with at least one Adult and one Child		Sheltered		Unsheltered	Total		
		Emergency	Transitional				
Number of Households		<input type="text"/>	<input type="text"/>	<input type="text"/>		0	
Total Number of Persons (Adults & Children)		0	0	0		0	
Number of Persons (under age 18)		<input type="text"/>	<input type="text"/>	<input type="text"/>		0	
Number of Persons (18 - 24)		<input type="text"/>	<input type="text"/>	<input type="text"/>		0	
Number of Persons (over age 24)		<input type="text"/>	<input type="text"/>	<input type="text"/>		0	
Persons in Households with only Children^a		Sheltered		Unsheltered	Total		
		Emergency	Transitional				
Total number of households		0	0	0		0	
Number of one-child Households		<input type="text"/>	<input type="text"/>	<input type="text"/>		0	
Number of multi-child Households		<input type="text"/>	<input type="text"/>	<input type="text"/>		0	
Total number of persons (under age 18)		0	0	0		0	
Number of children in multi-child households		<input type="text"/>	<input type="text"/>	<input type="text"/>		0	
Persons in Households without Children		Sheltered		Unsheltered	Total		
		Emergency	Transitional	Safe Haven ^b			
Number of Households		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
Total Number of Persons (Adults)		0	0	0	0	0	
Number of Persons (age 18 - 24)		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
Number of Persons (over age 24)		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	



PIT Count: Subpopulation Data

Homeless Populations | **Homeless Subpopulations** | Methodology | Notes

Chronically Homeless Subpopulations ^a	Sheltered		Unsheltered	Total
	Emergency Shelters	Safe Haven		
<i>(Chronically homeless subpopulation data is required for sheltered persons and for unsheltered persons)</i>				
Chronically Homeless Individuals ^b	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Chronically Homeless Families (Total Number of Families) ^c	<input type="text"/>		<input type="text"/>	0
Chronically Homeless Families (Total Persons in Household)	<input type="text"/>		<input type="text"/>	0

Other Homeless Subpopulations ^{d, e}	Sheltered		Unsheltered	Total
	Persons in emergency shelters, transitional housing and safe havens			
Total Number of Veterans (including female Veterans)	<input type="text"/>		<input type="text"/>	0
Number of Female Veterans (subset of all Veterans)	<input type="text"/>		<input type="text"/>	0
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 (optional)	<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!



Methodology – Sheltered Populations and Subpopulations

Homeless Populations | Homeless Subpopulations | **Methodology** | Notes

Methodology

Sheltered Population | Sheltered Subpopulation | Unsheltered Population | Unsheltered Subpopulation | Annual Comparison

Sheltered Population - [View Instructions](#)

1. What data source(s) was used to produce PIT counts of the sheltered population? (Check all that apply)

Observation (e.g., manual counts of people in each required reporting category)

HMIS

- Questions about data sources used, participating providers, use of extrapolation, process used to de-duplicate data, steps to ensure accurate sheltered count



Methodology – Unsheltered Populations and Subpopulations

Homeless Populations | Homeless Subpopulations | **Methodology** | Notes

Methodology

Sheltered Population | Sheltered Subpopulation | **Unsheltered Population** | Unsheltered Subpopulation | Annual Comparison

Unsheltered Population - [View Instructions](#)

12. What method was used to count the unsheltered population during the PIT count? (Check all that apply)

- Public places count
- Public places count with interviews on the night of the PIT count
- Public places count with interviews of unsheltered homeless people at a later date
- Service-based count
- HMIS
- Other (Please Specify):

- Questions about data sources used, participating providers, use of extrapolation, process used to de-duplicate data, steps to ensure accurate unsheltered count



Methodology – Annual Comparison of PIT Data

- Compare sheltered and unsheltered 2013 PIT data to 2012 data
- Explain any changes in number of sheltered and unsheltered homeless in CoC

Homeless Populations | Homeless Subpopulations | **Methodology** | Notes

Methodology

Sheltered Population | Sheltered Subpopulation | Unsheltered Population | Unsheltered Subpopulation | **Annual Comparison**

Annual Comparison

25. When compared to last year, please indicate whether the sheltered and unsheltered count increased, decreased, or stayed the same. Describe the specific factors that may have resulted in the increase, decrease, or no change.

25a. Compared to last year, the 2013 sheltered count:

Increased

Decreased

Did not change

Explain:



Explaining PIT Data

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

[Print Errors](#)

Homeless Populations Homeless Subpopulations Methodology **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



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	Submit Data
Reports	• Point-in-Time Summary 📄 📧	
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	



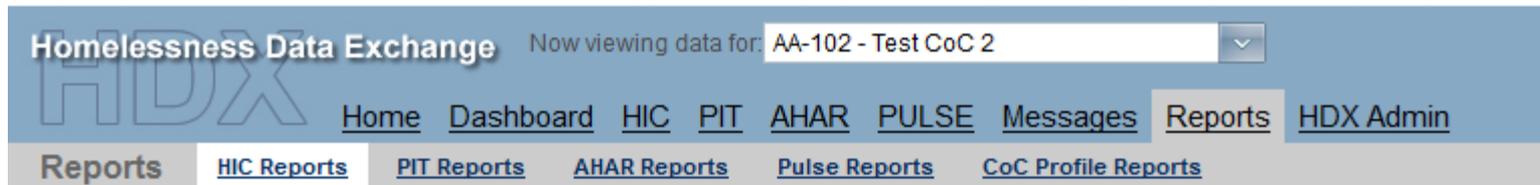
Submit Authority Reminder

Remember: Only the person with submit rights for the HIC and 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



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, and new CoC Profile Reports





Resources

- **[A Guide to Counting Sheltered Homeless People](#)**
 - https://www.onecpd.info/resources/documents/counting_sheltered.pdf
- **[2013 HIC and PIT Data Collection Guidance](#)**
 - <https://www.onecpd.info/resources/documents/2013HICandPITGuidance.pdf>
- **[2013 HIC and PIT Data Submission Guidance](#)**
 - <https://www.onecpd.info/resource/2901/2013-hic-and-pit-data-submission-guidance/>
- **[Calculating Unmet Need for Homeless Individuals and Families](#)**
 - <https://www.onecpd.info/resource/1246/calculating-unmet-need-for-homeless-individuals-and-families/>

Ask A Question



Step 1 of 2

1 of 2

Requestor Information * Required fields

* First Name

* Last Name

* State

* County (or Independent City)

* Phone Number
(xxx-xxx-xxxx)

* Email Address

* Confirm Email

* I am a

Step 2 >

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