



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

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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

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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

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HDX Registration and Login Process

HUD.GOV
U.S. Department of Housing and Urban Development
Secretary Shaun Donovan

Homelessness Data Exchange
HDX Home Login Create an Account

Create an Account

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CoC Primary Contact Responsibilities

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

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Updating CoC Primary Contact

How to change/update CoC primary contact:

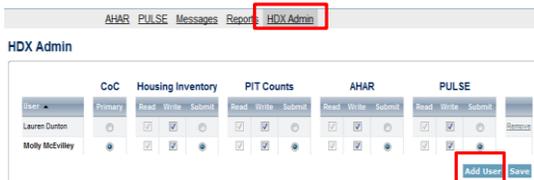
- Submit change requests through the OneCPD <http://www.hudhre.info/index.cfm?do=viewHelpdesk> under the "Continuum of Care Program" option.
- Attach written request on letterhead, signed by an authorized person for the CoC.
- Include name of former contact and new contact
- Include new contact's phone,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

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How Does the CoC Primary Add Users?

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



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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.

The 'Add User' form has three input fields: 'Email*', 'First Name*', and 'Last Name*'. There are 'Add User' and 'Cancel' buttons at the bottom right of the form.

Add User Add User Cancel

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>.

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

OK

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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

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

Entering & Submitting HIC Data

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An Overview of HIC Data

```

graph TD
    Org[Organization] --> P1[Program 1  
(Permanent Supportive Housing)]
    Org --> P2[Program 2  
(Emergency Shelter)]
    Org --> P3[Program 3  
(Transitional Housing)]
    P1 --> C1[Current Inventory]
    P1 --> N1[New Inventory]
    P2 --> CF[Current Facility-based Inventory]
    P2 --> CV[Current Voucher Inventory]
    P3 --> C2[Current Inventory]
  
```

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Enter & Submit HIC Data

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

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

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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 PIT: -
 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](#)

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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: [Browse...](#)
 Agency Program File: [Browse...](#)
 Bed Inventory File: [Browse...](#)

[Upload](#)

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HIC Inventory List Page

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

Homelessness Data Exchange

Inventory List for AA-101 - Test CUC 1

Click on an organization or program to view inventory details.

Year	Program	Agency	Agency Type	Agency Address	Agency City	Agency State	Agency Zip	Agency Phone	Agency Fax	Agency Email	Agency Website	Agency Logo
2012	AA-101	AA-101	AA-101	AA-101	AA-101	AA-101	AA-101	AA-101	AA-101	AA-101	AA-101	AA-101

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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

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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

Reporting Inventory Counts (HIC) | Transactions & Issues | Issues List | Issues Search | **Form List** | Search Data | Available

Unmet Need for AA-101 - Test Coc 1

Year: 2013 | Date of the Housing Inventory Counts: 1/29/2013 | Change

All Year-Round Beds/Units										Resident Beds	Overlaid Beds
Beds for	Units for	Beds for	Beds for	Units for	Total	Total Resident	Overlaid Beds				
Households with all-unit/One-Unit	Households with All-Unit/One-Unit	Households without Children	Households with Only Children	Households with Only Children	Household Beds	Beds	Beds				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Emergency Shelter										<input type="text"/>	<input type="text"/>
Transitional Housing										<input type="text"/>	<input type="text"/>
Safe Haven										<input type="text"/>	<input type="text"/>
Permanent Supportive Housing										<input type="text"/>	<input type="text"/>

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

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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 | In Progress - Please fix errors to submit | Submit Data

Date of the Housing Inventory Counts: 1/29/2013 | Change

Reports: 13

Last Update On: 1/29/2013

Last Update By: Tracy DiMatteo

Submitted On: 12/14/2012

Submitted By: Tracy DiMatteo

Validation Errors - Please fix in order to submit data. Error

Program ID	Error	To Do
Program 2	Please enter a Point-in-Time Homeless Count.	To Do
TR - C		
Test 2		
Program 2	Please indicate whether the project uses an SMS model.	To Do

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Explaining PIT Data

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

Save 49





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: 3/10/2012

Current Status	In Progress	Submit Data
Region	East of the Rockies	
Last Update On	3/14/2012	
Last Update By	Lauren Dunbar	
Submitted On	-	
Submitted By	-	
Validation Errors	0 Validation Errors	
Validation Warnings	0 Validation Warnings	
Messages	No Messages	

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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

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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



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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/>

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Ask A Question

Step 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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