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Version 1.0

2017 Housing Inventory Count and Point-in-Time Count of Homeless Persons:

Data Submission Guidance



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1. PURPOSE OF THIS GUIDANCE

This document provides information to Continuums of Care (CoCs) on how to successfully submit their 2017 Housing Inventory Count (HIC) and Point-in-Time (PIT) count data to the U.S. Department of Housing and Urban Development (HUD). Staff should review this guidance and use it as a reference when preparing their data for submission. For information on what information needs to be submitted and how to collect HIC and PIT data, please see [Notice CPD-16-060: 2017 HIC and PIT Data Collection for CoC and ESG Programs](#)

All CoCs must submit their HIC and PIT count data through [HUD's Homelessness Data Exchange \(HDX\)](#). CoCs will be able to enter HIC and PIT count data beginning **Wednesday, March 1, 2017**, and CoCs must submit their 2017 HIC and PIT count data by **Monday, May 1, 2017, 7:59:59 p.m. eastern time**. Submitting the HIC and the PIT data in HDX is a **2 PART** process. CoCs must submit both the data entered into the HIC module and the data entered into the PIT count module in the HDX by the deadline in order to be considered complete. Meeting the HIC and PIT count data submission deadline has generally been a factor considered by HUD in the annual CoC Program Competition.

The Collaborative Applicant/Primary Contact in HDX for each CoC is responsible for ensuring that the 2017 HIC and PIT count data are entered completely and accurately by the submission deadline.

If you have any questions about entering HIC or PIT count data that are not covered in this guidance or in [Notice CPD-16-060: 2017 HIC and PIT Data Collection for CoC and ESG Programs](#), please visit the [Ask a Question](#) page on the [HUD Exchange](#). To ensure that your question is routed to the correct staff, select **HDX: Homelessness Data Exchange (including PIT, HIC and AHAR)** at the top of page 2, under the Reporting Systems headline in response to the "my question is related to" prompt. You may also review the questions and answers posted on the [HDX Frequently Asked Question \(FAQ\)](#).

Quick Start for New Users

Step 1. The new user should create an account by going to HUDHDX.info, selecting "Create an Account," and entering all the necessary information (shown in Section 2.1).

Step 2. The CoC's Primary Contact (described in Section 2.3) authorizes the new user by visiting the CoC "HDX Admin" page and selecting "Add user." The Primary Contact must enter the new user's name and email.

Step 3. The CoC's Primary Contact assigns "rights" to the new user for each of the modules in the HDX (described in Section 2.5).

2. THE HUD HOMELESSNESS DATA EXCHANGE (HDX)

The HDX is an online tool designed to allow CoCs to submit data to HUD in several modules:

- The Housing Inventory Count (HIC);
- The Homeless Point-in-Time (PIT) Count;
- The Annual Homeless Assessment Report (AHAR); and
- System Performance Measurement (SPM).

This section will introduce the HDX system and provide an overview of how to create accounts, update accounts, and assign access rights in the HDX.

2.1 Create an HDX Account

To enter, edit, and submit data into the HDX, a user must first establish an account and a password at the HUDHDX.info [Create an Account](#) webpage.

Once an account has been created the CoC Collaborative Applicant can then sign-in to HDX and authorize user rights to the various modules.

2.2 Update an HDX Account

Individuals who already have an HDX account do not need to re-register, but should confirm that their contact information is accurate and complete to avoid missing important system messages.

Users may view and edit their account information by navigating to the Dashboard and clicking the link: "[Click here to update your account information](#)," or by clicking their name in the upper right corner of any HDX screen.

The screenshot shows the HUD.GOV website header with the U.S. Department of Housing and Urban Development logo and Secretary Shaun Donovan's name. Below the header is the HDX logo and navigation links: Home, Login, and Create an Account. The main heading is "Create an Account" with a note that asterisks indicate required fields. The form includes the following fields:

- * Your Email: (text input, note: Will also serve as your username.)
- * Confirm Email: (text input)
- * First Name: (text input)
- * Last Name: (text input)
- * Name of Organization: (text input)
- * User Type: (dropdown menu)
- Your CoC: (dropdown menu)
- Address: (text input)
- City: (text input)
- * State: (dropdown menu)
- Zip: (text input)
- * Phone: (text input) ext: (text input)
- Phone 2 (mobile, etc.): (text input) ext: (text input)
- Fax: (text input)
- Password must be at least 5 characters long and include one number
- * Password: (text input)
- * Confirm Password: (text input)
- Security Question: (dropdown menu, selected: What is your mother's maiden name?)
- * Security Answer: (text input)

At the bottom of the form is a CAPTCHA image showing the words "steeeden" and "much" with a text input field and a "reCAPTCHA" logo.

After editing, click the blue *Save* or *Change Password* buttons to update the user's contact information.

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

[Home](#) [Dashboard](#) [HIC](#) [PIT](#) [AHAR](#) [Sys PM](#) [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	Report Due: 5/1/2017	Point-in-Time Counts	Report Due: 5/1/2017
Status: No 2017 Data	Errors: - Warnings: -	Status:	Errors: - Warnings: -
Date of Inventory Count: - Total Organizations: 0 Total Projects: 0 Total Year-Round Beds: - Total Sheltered PIT ¹ : - Utilization Rate: - Updated By: - Updated On: - Copy data from 2016 View HIC		Sheltered Populations (most recent count) Date of Count: - Total Persons: - Total Households: - Unsheltered Populations (most recent count) Date of Count: - Total Persons: - Total Households: - View PIT	

My Account

Account Details

First Name:
Last Name:
Organization:
Address:
City:
State:
Zip:
Email:
Phone:
Phone 2:
Fax:

Account Details Saved. [Save](#)

Change Password

New password must be at least 5 characters long and include one number

Old Password:
New Password:
Confirm Password:

[Change Password](#)

2.3 The HDX Primary Contact/CoC Collaborative Applicant

Each CoC must designate a **Primary Contact** in HDX. The Primary Contact is the contact person for the HUD approved Collaborative Applicant, and that individual is responsible for ensuring that HUD receives complete and accurate HIC and PIT count data from the CoC by the deadline indicated above. The Collaborative can allow other CoC staff to access to the PIT, HIC, AHAR, and System Performance Measure HDX modules as authorized users.

The Primary Contact is typically the person listed in the CoC's most recent CoC Program Competition registration. Users can also determine their CoC HDX Primary Contact via the [About Grantees page on the HUD Exchange](#): select "CoC: Continuum of Care program" via the middle option ("View Organization by Program"), and then look for a specific CoC. The person listed as the Collaborative Applicant is also the person who serves as the HDX Primary Contact.

CoCs that need to update or change their Collaborative Applicant, HDX Primary Contact must submit a written request 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/>.

2.4 Adding and Deleting CoC HDX Users

Annually, each CoC's HDX Primary Contact should verify that the list of authorized users for the CoC is accurate and current. To add new users who can see, edit, or submit data for the CoC, the HDX Primary Contact will click on the *Add User* button on the [HDX Admin](#) tab:

The screenshot shows the HDX Admin interface. At the top, there is a navigation bar with tabs for AHAR, PULSE, Messages, Reports, and HDX Admin (highlighted with a red box). Below the navigation bar, the title "HDX Admin" is displayed. The main content area contains a table with columns for CoC, Housing Inventory, PIT Counts, AHAR, and PULSE. Each column has sub-columns for Read, Write, and Submit permissions, represented by checkboxes and radio buttons. The table lists two users: Lauren Dunton and Molly McEvilly. The "Add User" button is highlighted with a red box.

User	CoC	Housing Inventory	PIT Counts	AHAR	PULSE	
	Primary	Read Write Submit	Read Write Submit	Read Write Submit	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 McEvilly	<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**

This will bring up a form in which the Primary Contact can enter the email address, first name, and last name for the new user.

Note: The email, first name, and last name entered by the new user and primary contact must be exactly the same or the account may not activate appropriately.

New users who have not yet created an account should register at the [HUDHDX.info Create an Account](http://www.hudhdx.info) site.

The Primary Contact should periodically review all CoC users to ensure that all users have appropriate levels of access, are still affiliated with the CoC, and require access to the data. **To remove users** who no longer need access to the HDX, the CoC HDX Primary Contact may click the *Remove* link in the far right column. A message will appear asking for verification; click *OK*, and the user will be deleted.

2.5 Assign Users' Access Levels for HDX Modules

As part of finalizing the list of CoC HDX users, the CoC HDX Primary Contact determines the degree of HDX privileges appropriate for each user.

The CoC HDX Primary Contact must individually assign or modify rights to each HDX module for each user by checking the box that corresponds to the appropriate level of access. The levels of access in the HDX are:

- **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 has the authority to approve and submit data to HUD.

[AHAR](#) [PULSE](#) [Messages](#) [Reports](#) [HDX Admin](#)

HDX Admin

User ▲	CoC	Housing Inventory			PIT Counts			AHAR			PULSE			Remove
	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 McEvilly	<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

3. HOUSING INVENTORY COUNT SUBMISSION GUIDANCE

3.1 Important Changes to HIC Reporting Requirements

The following five new or clarified reporting requirements are highlighted in the in [Notice CPD-16-060: 2017 HIC and PIT Data Collection for CoC and ESG Programs](#):

1. HUD removed the DEM project type, associated with projects funded under HUD’s Rapid Rehousing Demonstration Program, because this designation is no longer necessary. Projects formerly “DEM projects” will now be designated as PH-RRH projects.
2. HUD has revised the data collection field for CoCs to indicate whether a project was funded through McKinney-Vento funding as well as other federal funding sources. The funding source response options for each question now align with those associated with HMIS Project Descriptor Data Element 2.6, Federal Partner Funding Source.
3. The Department of Veterans Affairs (VA) designates a limited number of its Grant and Per Diem (GPD) projects as “Transition in Place” (TIP) projects. For 2017, the VA has clarified that CoCs should report the beds and units associated with the GPD TIP projects under the “Other Permanent Housing” (OPH) project type. Because the GPD TIP beds and units are reported under the OPH project type, persons in those beds and units will not be included in the CoC’s sheltered PIT count.
4. HUD has clarified that when reporting beds dedicated for youth, CoCs should also include beds dedicated for members of a youth headed household (i.e., the children of parenting youth). This is similar to reporting dedicated beds for people who are chronically homeless

and veterans, which should include beds dedicated for other members of a chronically homeless or veteran household.

5. HUD is renaming and expanding the scattered site field in the organization and project information section to require CoCs to indicate whether the project is:
 - a. Site-based – single site
 - b. Site-based – clustered / multiple sites
 - c. Tenant-based

The new field name will be “Housing Type.” CoCs are required to enter an address for all projects that are site-based. If a site-based project has multiple sites, the CoC should enter the address for the site where most beds and units are located. For tenant-based – scattered site projects, CoCs will be required to enter the zip code where most beds and units are located. HUD is removing the TH Unit Type question because it would be redundant with the information reported in the Housing Type field.

3.2 Navigating the HIC Module in HDX

This section of the guidance provides a general overview of the HIC Module components and structure. Specific data entry instructions for each HIC component are further explained in [Section 3.3 Creating and Submitting 2017 HIC Data](#).

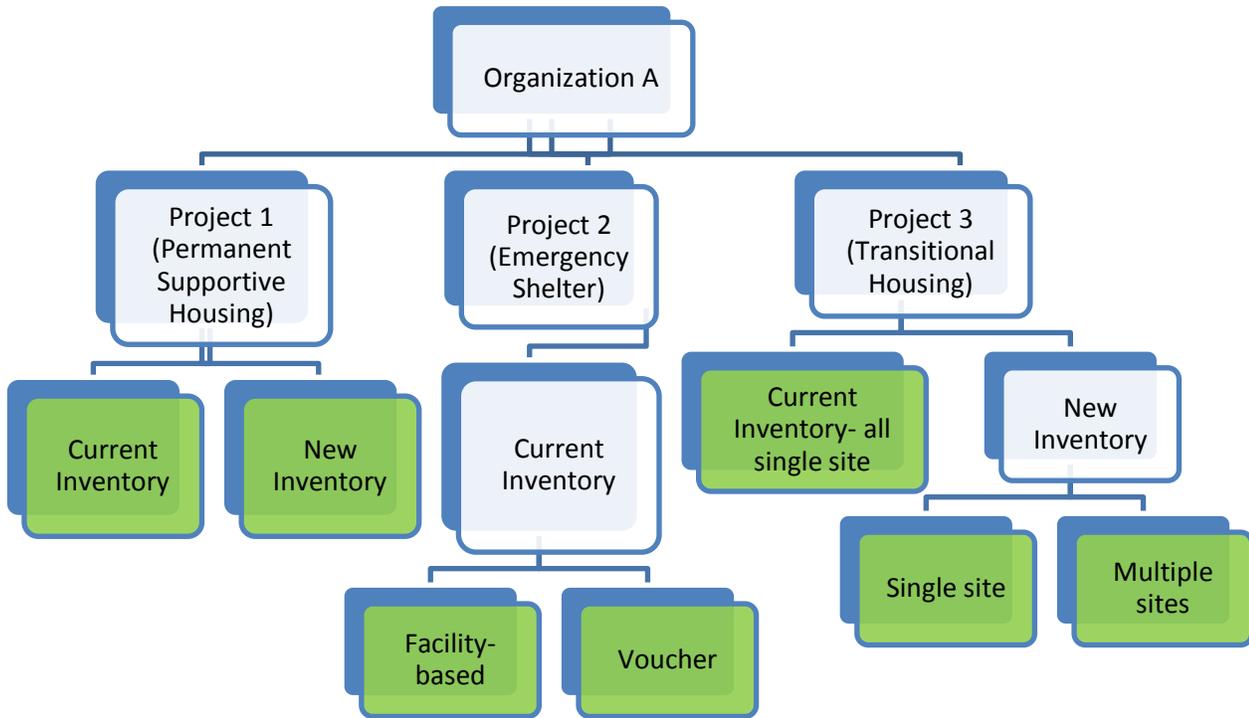
HIC data in the HDX is made up of three basic components:

- **Organization records** – Organizations only have one characteristic – the organization name. To appear on the HIC, an organization must have at least one provider project, and a single organization may have many projects.
- **Project records** – Projects belong to an organization and have several characteristics, including project name, project type, geocode, and target populations. A project can have only one name, and, likewise, it can have only one project type, and only one geocode. Each project must have at least one project inventory record, and it may have several project inventory records.
- **Project Inventory records** – Project Inventory records belong to a project and include a number of data points about project beds and units, including inventory type, household type, bed and unit inventory, HMIS participating beds, etc., as well as a PIT count for the beds included in the project inventory record.

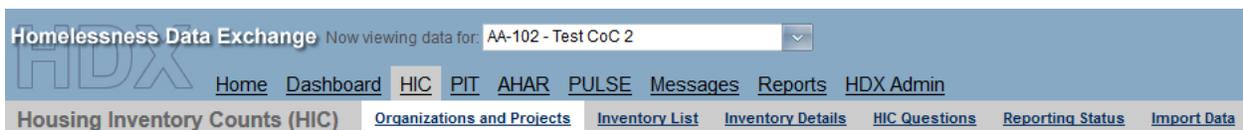
A project will have more than one inventory record if it has more than one Inventory Type (new inventory, current inventory, or inventory under development). In addition, Emergency Shelters that have more than one Bed Type (facility-based, voucher-based, other type) will have more than one Inventory Record. Transitional Housing projects that have both single and multiple sites will have more than one inventory record. The chart below shows Organization A’s inventory. Each green box represents a distinct inventory record:

- Project 1 (Permanent Supportive Housing) has both current and new inventory;
- Project 2 (Emergency Shelter) has current inventory only, consisting of both facility-based and voucher beds; and

- Project 3 (Transitional Housing) has current inventory that is all single site and new inventory that includes both single and multiple sites.



The HIC module is organized by six topics that are designed to help CoCs enter organization, project, and project inventory data accurately. Each topic is listed on a separate tab, shown below.



To access any one of the topics, click on its name in the gray navigation bar. Each of the tabs is described in detail in the following sections.

3.2.a Organizations & Projects Overview

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

Welcome, Tracy D'Alanno
Development

Home Dashboard HIC PIT AHAR Sys PM Messages Reports HDX Admin

Housing Inventory Counts (HIC) Organizations and Projects Inventory List Inventory Details HIC Questions Reporting Status Import Data

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).

Name/ID Status Year Search Show All Export to Excel

Organization View Project View Add Organization or Project

Actions available from the Organizations and Projects tab:

- Review a list of organizations included in the CoC's HIC;
- Review a list of all organizations and projects included on the CoC's HIC;
- Search for organizations and projects;
- Export the organizations and project data to Excel;
- Sort the view of organizations and projects lists;
- Filter the lists by year and project status (Active or Closed);
- Add a new organization and/or projects;
- Edit the basic characteristics of an existing; and
- Edit the name of an existing organization.

3.2.b Inventory List Overview

Actions available from the Inventory List tab:

- Enter the date of the CoC's 2017 HIC;
- Review a complete list of the CoC's housing inventory for 2016 and previous years;
- Choose which columns to display;
- Search for a particular record or records;
- Sort the view of the inventory list;
- Filter the list of inventory by year or project type;
- Export the CoC's housing inventory data to Excel;
- Duplicate a record of an existing project to create a new project record; and
- Delete a project record.

Home Dashboard HIC PIT AHAR Sys PM Messages Reports HDX Admin
 Housing Inventory Counts (HIC) Organizations and Projects **Inventory List** Inventory Details HIC Questions Reporting Status Import Data

Inventory List for AA-101 - Test CoC 1

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

Date of the Housing Inventory Counts 1/25/2017 [Change Date](#) [Choose Columns](#) [Show more search options](#)

Search Year 2017 Project Any [Search Inventory](#) [Show All](#) [Export to Excel](#) [Add Organization or Project](#)

Star	Year	Proj. Type	Organization Name	Project Name	Geo Code	Bed Type	McKinney- Vento	Beds HH w/ Children	Units HH w/ Children	Beds HH w/ only Children	Beds HH w/ only Children	Year-Round Beds	HMIS Beds HH Children	HMIS Beds HH Children	HMIS Beds HH Children	% of HMIS Beds HH Children	% of HMIS Beds HH Children	PJT Count	Total Beds
★	2017	PH	Aquila Foundation	Cauldwell Family Center	080390		Yes			15		15		15			100 %		15

The *Add Organization or Project* button on this tab (blue button on the top, right) takes the user to a form on the Organizations and Projects tab for creating a new project.

Clicking on a project's name on this tab, takes the user to the Inventory Details tab for that project, where project bed and unit inventory data can be added or edited.

The *Export to Excel* button (blue button on the top, right) on this tab allows a CoC to export housing inventory into an Excel file.

3.2.c Project Inventory Details Overview

Actions available from the Inventory Details tab:

- Review, add, and edit 2017 data for individual projects, including:
 - Project characteristics:
 - Project Type;
 - Geo Code
 - Target Population A
 - Target Population B
 - HUD McKinney-Vento Funded
 - Other Federal Funding Sources
 - Project Inventory data;
 - Inventory Type (ES Projects Only)
 - Bed Type (ES Projects Only)
 - Disaster Beds
 - Seasonal/Overflow Bed Count (ES Projects Only)
 - Year-Round Bed Count by Household Type
 - Sub-population Bed Counts for Veterans and Youth
 - Sub-population Chronic Bed Count (PSH Project Only)
 - Point-in-time counts – Total number of sheltered persons in the project on the night of the HIC and PIT count.
- Review inventory details from previous years by clicking on the drop down arrow next to the date.
- Navigate to other project inventory details within the same organization.

Project Inventory Details

Select an Organization, Project, and Year to view Housing Inventory. Click any row in the table to view or edit the details of that record below.

Organization
 Almost Home Inc.

Project [Add new project](#)
 Emergency Shelter

Project Inventory 2017 [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
125340	2017	C	30		

Project Characteristics for 2017

Project Type
 ES: Emergency Shelter

Geo Code
 089001 (ADAMS COUNTY)

Target Population A
 HC: Households with children

Target Population B
 ---Select---

HUD McKinney-Vento funded?
 Yes No

Other Federal Funding Sources?
 Yes No

★ Row # 125340 - Almost Home Inc. - Emergency Shelter - 2017

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

Inventory Type Current Inventory New Inventory Under Development

Beds are Disaster-related beds associated with a nationally recognized natural disaster Yes No

Bed Type Facility-based beds Voucher beds Other beds

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

... with Children			... without Children		... with only Children < 18	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds
30	6	30				

Veterans Beds	Youth Beds	Veterans Beds	Youth Beds
0	0		

Seasonal Beds

Beds	HMIS Beds	Start Date	End Date
0	0		

Overflow Beds

Beds	HMIS Beds
0	0

Notes

Point-in-Time Homeless Count of People in These Beds (No Date): [Set Date](#)

3.2.d HIC Questions Overview

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

Home Dashboard **HIC** PIT AHAR PULSE Messages Reports HICX Admin

Housing Inventory Counts (HIC) Organizations and Projects Inventory List Inventory Details **HIC Questions** Reporting Status Import Data

HIC Questions for AA-101 - Test CoC 1

Year: 2016 Date of the Housing Inventory Counts: 1/28/2016 [Change](#) [Save](#)

1. Does the CoC use HMIS and project descriptor elements to populate the annual Housing Inventory Count (HIC)?

Yes

No

a. If no, does the CoC desire to use HMIS and project descriptor data elements to populate the annual Housing Inventory Count (HIC)?

Yes

No

Actions available on the HIC Questions tab:

- Report whether the CoC uses HMIS and project descriptor data elements to populate the HIC.

3.2.e Reporting Status Overview

Housing Inventory Counts (HIC) Organizations and Projects Inventory List Inventory Details HIC Questions **Reporting Status** Import Data

Reporting Status for AA-101 - Test CoC 1

Year: 2017

Current Status	In Progress - Please fix errors to submit	Submit Data
Date of the Housing Inventory Counts	1/25/2017 Change	
Reports +	11	
Last Update On	2/23/2017	
Last Update By	Tracy D'Alanno	
Submitted On	2/21/2017 ✓	
Submitted By	Tracy D'Alanno	
Validation Errors +	226 Validation Errors - Please fix in order to submit data Print	
Validation Warnings +	1 Validation Warning Print	
Messages +	3 Messages	

Actions available from the Reporting Status tab:

- Submit 2017 HIC data (**Note: PIT data must be submitted separately from the PIT Reporting Status page**);
- Review and change the date of the CoC's 2017 HIC – clicking on the change link will take you to another page where you can update the HIC date;

- Access 13 different HIC reports – click on the plus sign to expand the report selection;
- See when and by whom the CoC’s HIC was last updated;
- Navigate to the Reporting Status page for each year from 2008 through the present;
- Review validation *errors* that must be fixed in order to submit data;
- Review validation *warnings*; and
- Access messages relevant to the HIC.

3.2.f Import Data Overview

Actions available from the Import Data tab:

- Duplicate the previous year’s HIC data to populate the 2017 HIC;
- Enter the Date of the Housing Inventory Count; and
- Import comma separated value (CSV) files generated by the CoC’s HMIS to populate some of the 2017 HIC fields.

Duplicate Previous Year Data

Home Dashboard HIC PIT AHAR Sys PM Messages Reports HDX Admin

Housing Inventory Counts (HIC) Organizations and Projects Inventory List Inventory Details HIC Questions Reporting Status **Import Data**

Import Data to AA-101 - Test CoC 1

Duplicate Previous Year Upload CSV Files

Click the button "Copy Previous Year" to copy data from your last complete HIC (Inventory Count Date 2/16/2016) to the next year (2017).

Date of the Housing Inventory Counts: **Copy Previous Year**

Import Data from HMIS

Housing Inventory Counts (HIC) Organizations and Projects Inventory List Inventory Details HIC Questions Reporting Status **Import Data**

Import Data to AA-105 - Test CoC 5

Duplicate Previous Year **Upload CSV Files**

Date of the Housing Inventory Counts:

Organization File: No file selected.

Project File: No file selected.

Inventory File: No file selected.

Site File (optional): No file selected.

Upload

3.3 Creating and Submitting 2017 HIC Data

Overall, the process for creating and submitting HIC data involves the following steps:

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.

3.3.a Creating 2017 HIC Data

Duplicating the Previous Year's HIC Data

CoCs may choose to copy HIC data from the previous year to populate and then update this year's HIC data. There are two ways to access this function:

1. **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.

Home Dashboard HIC PIT AHAR Sys PM Messages Reports HDX Admin

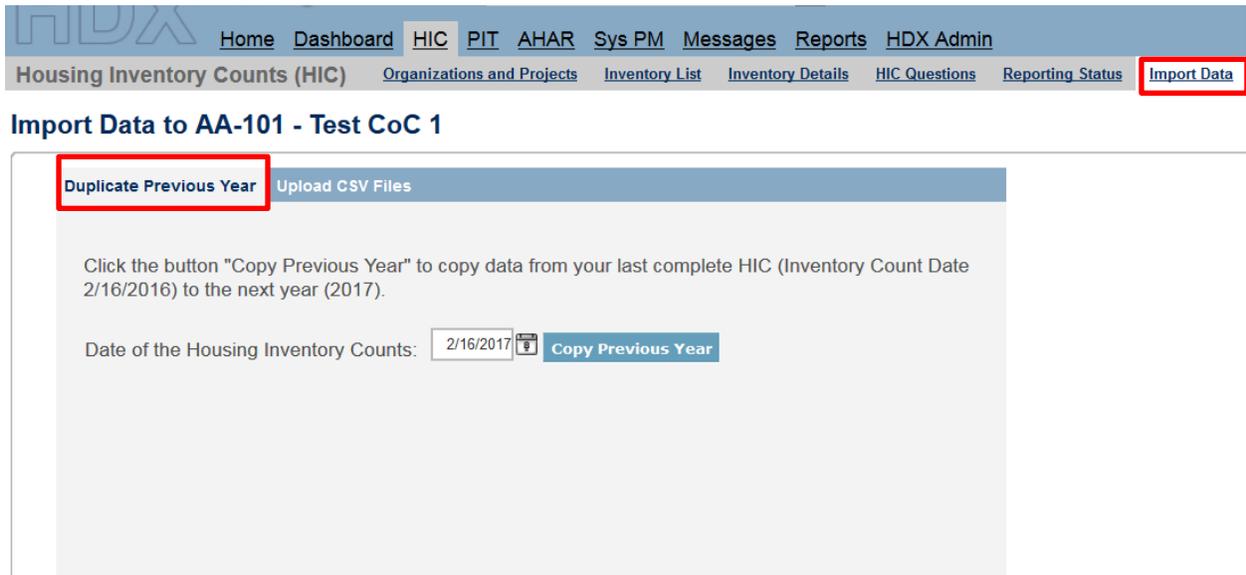
Dashboard Reporting Status CoC Overview

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	Report Due: 5/1/2017	Point-in-Time Counts	Report Due: 5/1/2017
Status: No 2017 Data	Errors: - Warnings: -	Status:	Errors: - Warnings: -
Date of Inventory Count: -		Sheltered Populations (most recent count)	
Total Organizations: 0		Date of Count: -	
Total Projects: 0		Total Persons: -	
Total Year-Round Beds: -		Total Households: -	
Total Sheltered PIT ¹ : -		Unsheltered Populations (most recent count)	
Utilization Rate: -		Date of Count: -	
Updated By: -		Total Persons: -	
Updated On: -		Total Households: -	
Copy data from 2016	View HIC		View PIT

2. Go directly to the Import Data tab – Click on the Import Data link. Make sure to enter the date of the CoC's 2017 HIC, and click the *Copy Previous Year* button.



After the system has duplicated the previous year's data, you will receive a message indicating how many inventory records were copied from the prior year:



Click on the [Go to Inventory List](#) to be taken to the page which shows you all the projects that have been copied from the previous year.

Importing HIC Data Generated by HMIS

A CoC may choose to upload its HIC data using CSV files generated by the HMIS application, if the CoC's HMIS offers that functionality. Although not required, uploading HIC data is often more efficient than manually entering it into HUD's HDX; it also tends to improve the overall quality of HMIS data and reduce the possibility of data entry errors. Some HIC-related data

elements are optional under the HMIS Data Standards. Communities that do not collect these optional data elements in HMIS may still export and upload existing data.

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

The screenshot shows the HDX web application interface. At the top, there is a navigation menu with links for Home, Dashboard, HIC, PIT, AHAR, Sys PM, Messages, Reports, and HDX Admin. Below this is a secondary menu for Housing Inventory Counts (HIC) with links for Organizations and Projects, Inventory List, Inventory Details, HIC Questions, Reporting Status, and Import Data. The main heading is "Import Data to AA-101 - Test CoC 1". The interface features two tabs: "Duplicate Previous Year" and "Upload CSV Files", with the latter being selected and highlighted with a red box. Below the tabs, there is a form with the following fields and buttons:

- Date of the Housing Inventory Counts: A date input field with a calendar icon.
- Organization File: A "Browse..." button followed by the text "No file selected."
- Project File: A "Browse..." button followed by the text "No file selected."
- Inventory File: A "Browse..." button followed by the text "No file selected."
- Site File (optional): A "Browse..." button followed by the text "No file selected."
- An "Upload" button at the bottom left.

The HMIS CSV Format Documentation defines four files that include data that identify and define projects. Each of those four files, described below, must be uploaded to the HDX to populate the HIC.

- To upload CSV data, enter the date of the CoC's HIC and click the *Choose File* button to select each of the files described below from a CoC computer or network. After all four files have been selected; click the *Upload* button to import the data into HDX.
 - Organization File – (Data element 2.1) provides data on organization identifiers for all projects.
 - Project File – (Data elements 2.2, 2.4, 2.5, 2.9) provides data on the project identifiers, the project type, the method for tracking emergency shelter utilization, the target population type and the PIT Count field for all projects.
 - DISCARD RECORDS:
 - Without a matching Organization ID in Organization.csv
 - With a non-residential project type
 - Where Continuum Project does not equal "Yes"
 - Inventory File – (Data element 2.7) provides bed and unit inventory information on all projects.

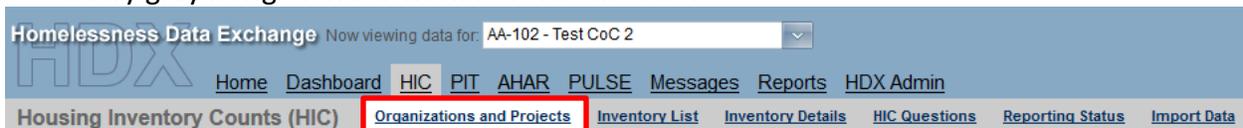
- DISCARD RECORDS:
 - Without a matching ProjectID in Project.csv
 - With a CoCCode that does not match the CoC uploading the data
 - With an Inventory End Date on or before the HIC date
- Site Information – (Data element 2.8) provides data that describe the facilities in which provider projects offer housing, including physical address, geocode.
 - DISCARD RECORDS:
 - Without a matching ProjectID in Project.csv
 - With a CoCCode that does not match the CoC uploading the data
 - Where PrincipalSite does not equal “Yes”

The HIC includes some fields that are not included in the HMIS Data Standards. After upload, project records for some project will have to be updated manually to provide responses for these fields. **CoCs must carefully review each record and update as necessary to ensure that data are correct and complete for this year’s count.** CoCs should review updated HIC requirements as they may require updates or additions to copied or imported data.

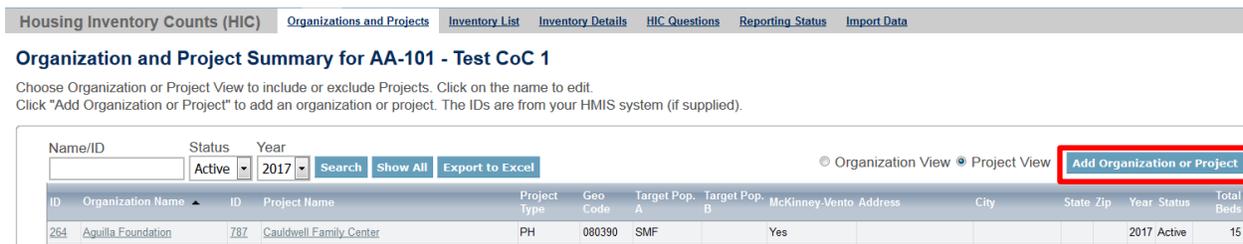
3.4 Organization and Project Information

3.4.a Adding a New Organization and Project to the HIC

To add a new organization and project, click on the Organizations and Projects tab on the secondary gray navigation bar within the HIC module.



Once on the Organizations and Projects page, click the blue *Add Organization and Project* button on the top right. The system will redirect the user to another screen where organization and project information can be entered. Organization and project information entered in HDX should match organization and project data stored in the CoC’s HMIS.



Add Organization or Project

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

Organization Name	<input type="text"/>
Project Name	<input type="text"/>
Status	<input checked="" type="radio"/> Active <input type="radio"/> Closed
Project 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 checked="" type="radio"/> No

- HUD: ESG – Emergency Shelter
- HUD: ESG – Rapid Re-Housing
- HUD: CoC – Safe Haven
- HUD: CoC – Transitional Housing
- HUD: CoC – Permanent Supportive Housing
- HUD: CoC – Supportive Services Only
- HUD: CoC – Rapid Re-Housing
- HUD: CoC – Single Room Occupancy
- Shelter Plus Care program (S+C)
- Section 8 Moderate Rehabilitation Single-Room Occupancy program (SRO), including grants formerly funded under McKinney-Vento but renewed under Section 8
- Supportive Housing Program (SHP)

Other Federal Funding Sources?

Yes No

- HUD-VA Supportive Housing (HUD-VASH)
- Supportive Services for Veteran Families Program (SSVF)
- VA Grant and Per Diem Program (GPD)
- VA Health Care for Homeless Veterans (HCHV)
- VA Compensated Work Therapy-Transitional Residence (CWT/TR)
- HHS RHY Basic Center Programs (BCP)
- HHS RHY Transitional Living Program (TLP)
- HHS RHY Maternity Group Homes for Pregnant and Parenting Youth (MGH)
- HUD Housing Opportunities for Persons with AIDS (HOPWA) programs
- HUD Public and Indian Housing (PIH) programs (non-VASH), including public housing and housing choice voucher inventory that is dedicated to homeless persons
- Other: (Specify)

Housing Type

- Site-based – single site
- Site-based – clustered / multiple sites
- Tenant-based – scattered site

Victim Service Provider?

Yes No

Site Address

Address Line 1

Address Line 2

City

State/Zip

Notes

Save

Enter the following required information about each new organization and project.

Organization Name

Enter the name of the organization providing shelter or housing to homeless or formerly homeless persons.

Project Name

Enter the project name.

Project Type

From the drop-down menu, select the appropriate project type (ES, TH, SH, PH-RRH, PH-PSH, PH-OPH).

Geo Code

Enter the geocode associated with the geographic location of the principal project service site. Scattered-site housing projects should record the Geocode where the majority of beds are located or where most beds are located as of the inventory update. For scattered-site housing projects operating in a CoC with multiple geocodes, record the geocode where the majority of beds are located or where most beds are located as of the date of the HIC. A list of geocodes can be found at: <https://www.hudexchange.info/resource/4980/fy-2016-geo-codes-and-preliminary-pro-rata-need-amounts/>

Target Population A (optional)

Select the target population served by the project. A population is considered a "target population" if the project is intended to serve that population and at least three-fourths (75 percent) of the clients served by the project fit the target group descriptor. A single project is prohibited from having more than one Target Population A. Projects that do not target specific populations or that have opted not to track Target Population A may leave this data field blank.

Target Population B

Select the subpopulation served by the project, if applicable. A population is considered a "target population" if the project is designed to serve that population and at least three-fourths (75 percent) of the clients served by the project fit the target group descriptor. Information about project targeting for veterans should be collected at the bed level, per the Bed and Unit Inventory data elements. Note that there might be some projects that serve a target population of domestic violence victims but that do not qualify as a "victim service provider."

HUD McKinney-Vento Funding

Indicate whether the project receives any HUD McKinney-Vento funding and the funding source (select yes or no). If there are multiple McKinney-Vento funding sources, select all that apply. *Note:* CoCs should only select S+C, SRO, or SHP as the McKinney-Vento funding source if they still have funding and use requirements associated with that funding. Projects that were originally funded under those programs but are currently being renewed under the CoC Program should only identify the CoC Program as the funding source.

Other Federal Funding Source

Indicate whether the project receives any other federal funding and the source of funding (select yes or no). If there are multiple other federal funding sources, select all that apply for that project.

Housing Type

Use the radio buttons to indicate the “Housing Type.” The Housing Type options include:

- 1) Site-based – single site
- 2) Site-based – clustered / multiple sites
- 3) Tenant-based - scattered site

Victim Services Provider

Use the *Yes* and *No* radio buttons to indicate whether the project is a Victim Services Provider.

Site Address

Enter the address associated with the project service site (where most project housing is located in the CoC geographic area), including the street address, city, state, and zip code. Do NOT enter address information for Victim Service Provider projects.

CoCs are required to enter an address for all projects that are site-based (options 1 and 2, under Housing Type). If a site-based project has multiple sites, the CoC should enter the address for the site where most beds and units are located. Note that this address is specific to the project and may be different than the administrative address of the organization.

For scattered-site projects (per Housing Type, above), only the zip code where most project beds and units are located will be required.

The system will also run an address validation check to standardize the format provided by the United States Postal Service.

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

Use this address

Use the address I entered

Make edits to the address I entered

Remember to click the *Save* button in the lower right corner of the page.

After adding a new organization and project from the Organization and Projects tab, visit the Inventory Details tab to enter bed and unit inventory information about the project. This process is described in more detail in [Section 3.5 Project Inventory Details](#).

3.4.b Adding a New Project to an Existing Organization

To add a new project to an existing organization, navigate to the Inventory Details tab on the gray secondary navigation bar within the HIC module.

Housing Inventory Counts (HIC)
Organizations and Projects
Inventory List
Inventory Details
HIC Questions
Reporting Status
Import Data

Project Inventory Details

Select an Organization, Project, and Year to view Housing Inventory. Click any row in the table to view or edit the details of that record below.

Organization

Almost Home Inc.

Project

Emergency Shelter

Project Inventory

2017 ▼

Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
125340	2017	C	30		

From the Organization option list, select the name of the organization to which the new project belongs. Then, click *Add new project*.

This will bring up a form requesting the project's basic characteristics described in the previous section.

After clicking *Save*, the HDX will automatically return the user to the Project Inventory Details tab, where bed inventory, unit inventory, and PIT count data can be entered for the new project.

Project Inventory Details

Select an Organization, Project, and Year to view Housing Inventory. Click any row in the table to view or edit the details of that record below.

Organization
Almost Home Inc.

Project
Emergency Shelter [Add new project](#)

Project Characteristics for 2017

Project Type
PH: Permanent Housing

Project Sub-Type
RRH: Rapid Re-housing

Geo Code
089001 (ADAMS COUNTY)

Target Population A
HC: Households with children

Target Population B
DV: Domestic violence victims

HUD McKinney-Vento funded?
 Yes No

HUD: ESG – Emergency Shelter

HUD: ESG – Rapid Re-Housing

HUD: CoC – Safe Haven

HUD: CoC – Transitional Housing

HUD: CoC – Permanent Supportive Housing

HUD: CoC – Supportive Services Only

Project Inventory 2017 [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
125340	2017	C	30		

Row # 125340 - Almost Home Inc. - Emergency Shelter - 2017

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

Inventory Type Current Inventory New Inventory Under Development

Beds are Disaster-related beds associated with a nationally recognized natural disaster Yes No

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

... with Children			... without Children		... with only Children < 18	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds
30	6	0				
Veterans Beds	Youth Beds		Veterans Beds	Youth Beds		
0	0					

Notes

Point-in-Time Homeless Count of People in These Beds (No Date): 25
[Set Date](#)

[Assign inventory to different project](#) [Save](#)

3.4.c Editing an Existing Organization

The only characteristic at the organization level that can be changed on the organization page is its name. To change the name of an organization, click on the organization name on the [Organizations and Projects](#) tab.

[Housing Inventory Counts \(HIC\)](#) [Organizations and Projects](#) [Inventory List](#) [Inventory Details](#) [HIC Questions](#) [Reporting Status](#) [Import Data](#)

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).

Name/ID	Status	Year								
	Active	2017	Search	Show All	Export to Excel	<input type="radio"/> Organization View <input checked="" type="radio"/> Project View				
ID	Organization Name	ID	Project Name	Project Type	Geo Code	Target Pop. A	Target Pop. B	McKinney-Vento	Address	City
264	Agulla Foundation	787	Cauldwell Family Center	PH	080390	SMF		Yes		
60	Almost Home Inc.	3440	Emergency Shelter	RRH	089001	HC	DV	Yes	568 E BRIDGE ST	BRIGHTON
212	Alternatives to Family Violence	12242	SafeHouse Emergency Shelter	ES	089001	SMF+HC	DV	Yes		
73	Apple Valley Services	2051	Youth III	TH	080144	YMF	NA	No		
12624	Aurora Mental Health Center AMHC	31669	GPD Aurora Veterans Home	TH	080072	SM		No	1919 QUENTIN ST	AURORA

This will bring up the [Edit Organization](#) page:

Edit Organization "Acacia Network"

Update the of name this organization and click SAVE.

Organization Name

Clicking Save updates the organization name for all projects associated with this organization.

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).

Name/ID Status **Active** Year **2016**

ID	Organization Name	ID	Project Name	Project Type
473	Apple Valley Services	1844	Youth Two	ES
473	Apple Valley Services	2051	Youth III	TH
473	Apple Valley Services	2052	Youth IV	TH
473	Apple Valley Services	2071	AA Test Project	

3.4.d Editing an Existing Project Record

To edit any of the basic characteristics of a project, go to the Organizations and Projects tab, select **Project View**, and click on the project's name.

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).

Name/ID Status **Active** Year **2017** Organization View **Project View**

ID	Organization Name	ID	Project Name	Project Type	Geo Code	Target Pop. A	Target Pop. B	McKinney-Vento	Address	City
264	Aquila Foundation	787	Cauldwell Family Center	PH	080390	SMF		Yes		
60	Almost Home Inc.	3440	Emergency Shelter	RRH	089001	HC	DV	Yes	568 E BRIDGE ST	BRIGHTON
212	Alternatives to Family Violence	12242	SafeHouse Emergency Shelter	ES	089001	SMF+HC	DV	Yes		
12624	Aurora Mental Health Center AMHC	3166	GPD Aurora Veterans Home	TH	080072	SM		No	1919 QUENTIN ST	AURORA
903	Boulder Colorado AIDS Project	4044	Eaton House Group Home	TH	089013	SM	HIV	No	1339 ELDER AVE	BOULDER

Clicking on the project name will bring up the Edit Project page.

Edit Project "GPD Aurora Veterans Home"

Update the details of this project and click SAVE.

Organization Name	<input type="text" value="Aurora Mental Health Center AMHC"/>
Project Name	<input type="text" value="GPD Aurora Veterans Home"/>
Status	<input checked="" type="radio"/> Active <input type="radio"/> Closed
Project Type	<input type="text" value="TH: Transitional Housing"/>
Geo Code	<input type="text" value="080072"/> (AURORA)
Target Population A	<input type="text" value="SM: Single males"/>
Target Population B	<input type="text" value="---Select---"/>
HUD McKinney-Vento funded?	<input type="radio"/> Yes <input checked="" type="radio"/> No

On this page, edits can be made to the project's basic characteristics described in section 3.4a.

Some of the project's characteristics – name, project type, geocode, target populations, McKinney-Vento funding status and other federal funding sources – are also shown on the left-hand side of the [Inventory Details](#) page for each project, and can be edited there as well. Updates made on the [Inventory Details](#) page or on the [Edit Project](#) page will be updated for both locations. For example, if a CoC edits the project's geocode on the [Inventory Details](#) tab, the geocode will also be automatically updated on the [Organizations and Projects](#) tab, and if a CoC edits the geocode on the [Organizations and Projects](#) tab, it will also change on the [Inventory Details](#) tab. Each of these data points has only one value per project even though the value may be editable in two different places.

3.5 Project Inventory Details

3.5.a Special Instructions for Emergency Shelter (ES) Projects

For emergency shelter projects, the CoC must identify both the *type* and *availability* of beds and units offered by each project.

Emergency Shelter Instructions

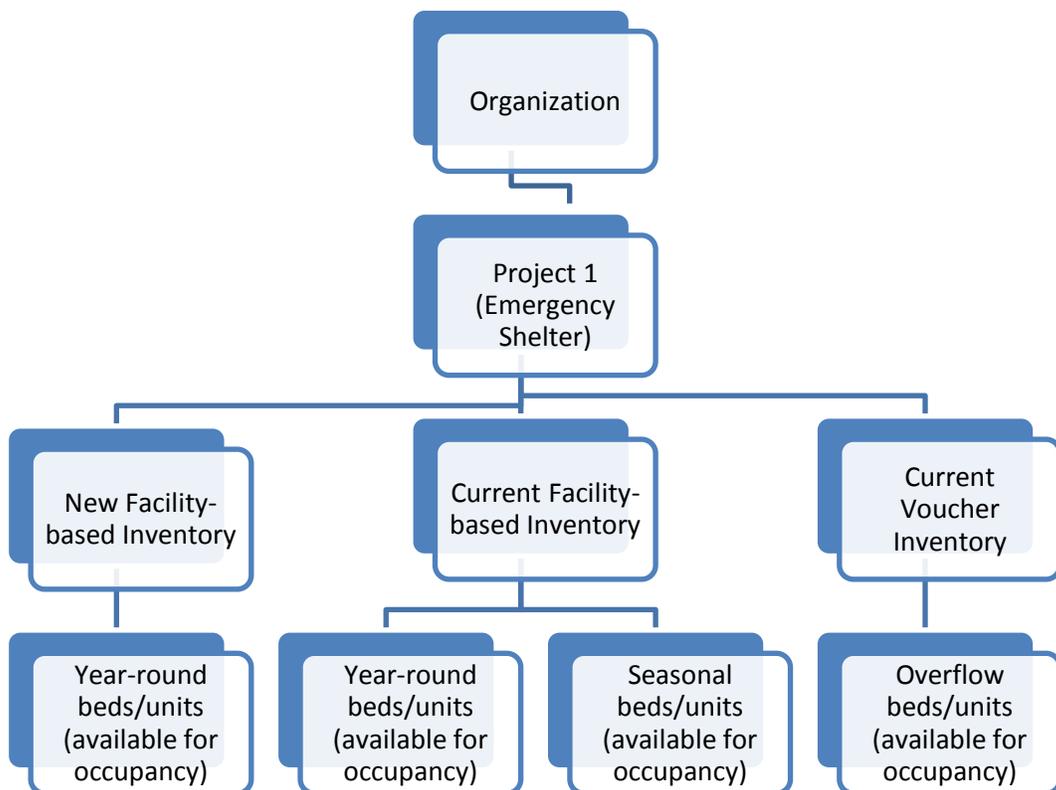
Bed Type (Emergency Shelter Only):

- A. **Facility-based:** Beds (including cots or mats) located in a residential homeless assistance facility dedicated for use by persons who are homeless.

- B. **Voucher:** Beds located in a hotel or motel and made available by the homeless assistance project through vouchers or other forms of payment.
- C. **Other:** Beds located in a church or other facility not dedicated for use by persons who are homeless.

Bed and Unit Availability:

- A. **Year-Round Beds/Units:** Year-round beds and units are available on a planned year-round basis.
- B. **Seasonal Beds (Emergency Shelter Only):** Seasonal beds (during a defined period of high demand) are not available year-round, but instead are available on a planned basis, with set start and end dates, during an anticipated period of higher demand. For the HIC, identify the total number of seasonal beds available for occupancy on the night of the inventory count.
- C. **Overflow Beds (Emergency Shelter Only):** Overflow beds are available on an ad hoc or temporary basis during the year in response to demand that exceeds planned (year-round or seasonal) bed capacity. For the HIC, CoCs with overflow beds should report the total number of overflow beds that were available for occupancy on the night of the inventory count. If there is no fixed number of overflow beds, CoCs may instead report the number of overflow beds that were occupied on the night of the inventory count.

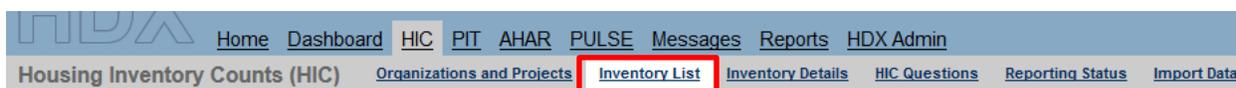


An Emergency Shelter project may have more than one Bed Type and Bed/Unit Availability. For example, a shelter may have beds located in a dedicated facility and use vouchers to address demand during overflow periods. In the image above, Project 1 has new and current facility-

based beds/units that are available year-round, current facility beds/units that are available seasonally, and voucher beds/units that are available on an overflow basis. CoCs should include the total number of year-round and seasonal beds that are available for occupancy (i.e., whether or not occupied on the night of the count). However, for beds/units available on an overflow basis, CoCs should identify only the total number of overflow beds that were occupied on the night of the inventory count.

3.5.b Adding an Inventory Record for an Existing Project

Adding and updating project inventory information is completed through the Inventory Details tab. There are two ways to access this tab. To reach a specific project directly, navigate to the Inventory List tab using the gray secondary navigation bar in the HIC module.



Click on the Project Name, and the system will navigate directly to the Inventory Details for that specific project.

Inventory List for AA-101 - Test CoC 1

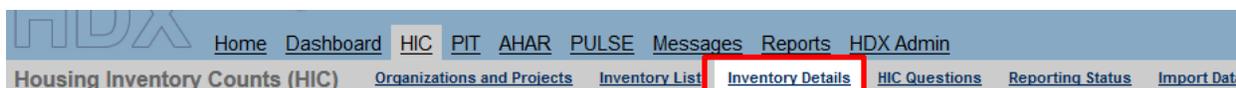
Click on an organization or project to view/edit inventory details.

Date of the Housing Inventory Counts: 1/25/2017 [Change Date](#) [Choose Columns](#) [Show more search options](#)

Search Year Project [Search Inventory](#) [Show All](#)

Star	Row #	Year	Proj. Type	Organization Name	Project Name	Geo Code	Inventory Type	Bed Type	McKinney-Vento	Beds HH w/ Children	Units HH w/ Children	Beds HH w/o Children	Beds HH w/ only Children	Year-Round Beds
★	125330	2017	PH	Aguilla Foundation	Cauldwell Family Center	080390	C		Yes			15		15
★	125340	2017	RRH	Almost Home Inc.	Emergency Shelter	089001	C		Yes	30	6			30
★	125379	2017	ES	Alternatives to Family Violence	SafeHouse Emergency Shelter	089001	C	Facility-based beds	Yes	21	21	0		21
★	125427	2017	TH	Apple Valley Services	Youth III	080144	C		No					

To navigate directly to the Inventory Details tab, select the link for this tab from the gray secondary navigation bar in the HIC module.



Once on the Inventory Details tab, from the drop-down arrows, select the organization and project for which you need to add or edit inventory data. If the project does not have any inventory details records, a blank Project Inventory form will be displayed on the right-hand side of the page.

Note that the fields required for an inventory details record depend on the *Project Type*. In the example below, the provider project type is Emergency Shelter, so specifying a *Bed Type* is required.

Organization
Almost Home Inc.

Project [Add new project](#)
Emergency Shelter

Project Inventory 2017 [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
125340	2017	C	30	25	83 %

Project Characteristics for 2017

Project Type
ES: Emergency Shelter

Geo Code
089001 (ADAMS COUNTY)

Target Population A
HC: Households with children

Target Population B
DV: Domestic violence victims

HUD McKinney-Vento funded?
 Yes No

Other Federal Funding Sources?
 Yes No

★ Row # 125340 - Almost Home Inc. - Emergency Shelter - 2017 [Help](#) [Save](#)

Inventory Type Current Inventory New Inventory Under Development

Beds are Disaster-related beds associated with a nationally recognized natural disaster Yes No

Bed Type Facility-based beds Voucher beds Other beds

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

... with Children			... without Children		... with only Children < 18	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds
30	6	0				
Veterans Beds	Youth Beds		Veterans Beds	Youth Beds		
0	0					

Seasonal Beds				Overflow Beds	
Beds	HMIS Beds	Start Date	End Date	Beds	HMIS Beds

3.5.c Editing an Existing Project Inventory Record

To edit an existing project inventory record, navigate to the [Inventory Details](#) page as described in 3.6.a, and select the name of the organization and project from the [drop down fields](#) or select the project name directly from the [Inventory List](#) tab.

In the example below, a project has two Project Inventory records that were copied from 2016. One record shows 30 beds of 'current' inventory, and the other record has an additional 20 beds that were 'new' inventory the prior year. These 20 beds are no longer considered new in 2017, so the records need to be consolidated into a single Project Inventory record representing the entire 'current' inventory.

Organization
Almost Home Inc.

Project
Emergency Shelter [Add new project](#)

Project Inventory 2017 [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
125340	2017	C	30	25	83 %
125428	2017	N	20	18	90 %

Project Characteristics for 2017

Project Type
ES: Emergency Shelter

Geo Code
089001 (ADAMS COUNTY)

Target Population A
HC: Households with children

Target Population B
NA: Not Applicable

HUD McKinney-Vento funded?
 Yes No

Other Federal Funding Sources?
 Yes No

★ Row # 125428 - Almost Home Inc. - Emergency Shelter - 2017

Inventory Record Saved [Help](#) [Save](#)

Inventory Type
 Current Inventory New Inventory Under Development

Beds are Disaster-related beds associated with a nationally recognized natural disaster Yes No

Bed Type
 Facility-based beds Voucher beds Other beds

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

... with Children			... without Children		... with only Children < 18	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds
20	6	20				
Veterans Beds	Youth Beds		Veterans Beds	Youth Beds		
0	0					

Seasonal Beds

Beds	HMIS Beds	Start Date	End Date

Overflow Beds

Beds	HMIS Beds

To do this, first click on the record showing 30 beds of current inventory and add the 20 beds (and corresponding number of units if beds are for families with children) from last year's new inventory.

Organization
Almost Home Inc.

Project
Emergency Shelter [Add new project](#)

Project Inventory 2017 [Add Inventory](#)

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
125340	2017	C	30	25	83 %
125428	2017	N	20	18	90 %

Project Characteristics for 2017

Project Type
ES: Emergency Shelter

Geo Code
089001 (ADAMS COUNTY)

Target Population A
HC: Households with children

Target Population B
NA: Not Applicable

HUD McKinney-Vento funded?
 Yes No

★ Row # 125340 - Almost Home Inc. - Emergency Shelter - 2017

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

Inventory Type
 Current Inventory New Inventory Under Development

Beds are Disaster-related beds associated with a nationally recognized natural disaster Yes No

Bed Type
 Facility-based beds Voucher beds Other beds

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

... with Children			... without Children		... with only Children < 18	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds
50	30	50				

Next, click on the record with 20 beds of new inventory and delete it by clicking on the trash can icon in the far right column.

Project Inventory Details

Select an Organization, Project, and Year to view Housing Inventory. Click any row in the table to view or edit the details of that record below.

Organization
Almost Home Inc. ▼

Project [Add new project](#)

Emergency Shelter ▼

Project Inventory 2017 Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate	
125340	2017	C	30	25	83 %	
125428	2017	N	20	18	90 %	

Remember that each inventory record will need a Point-in-Time count of the number of people utilizing the beds on the night of the count.

3.5.d Entering PIT Count Data in the HIC

In order to determine project bed utilization rates, every project on the HIC must include a count of the number of people utilizing the beds on the night of the CoC's HIC and PIT count. Prior to entering a project PIT count, the PIT count date should be set in the PIT count module. To set the PIT count date, click the [Set Date](#) link in the dark blue box on the bottom right of the Project Inventory Details page.

- Keep in mind that the user responsible for reporting HIC data may be different than the user responsible for PIT reporting. Please work with the necessary user to enter the PIT count date. (For further information on accessing HDX, see Chapter 2 of this Guidance).
- When reporting point-in-time counts for projects, please keep in mind that the total number of people reported in ES, TH, and SH projects on the HIC must sum to the total sheltered population on the PIT.

Organization
Catholic Charities ▼

Project [Add new project](#)

Ninth and F Street Apartments (5993) ▼

Project Inventory 2017 Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate	
125194	2017	C	29			

Project Characteristics for 2017

Project Type: PH: Permanent Housing ▼

Project Sub-Type: PSH: Permanent Supportive Housing ▼

Geo Code: 063210 (SAN DIEGO)

Target Population A: SFHC: Single females and households with children ▼

Target Population B: NA: Not Applicable ▼

HUD McKinney-Vento funded?
 Yes No

Other Federal Funding Sources?
 Yes No

★ Row # 125194 - Catholic Charities - Ninth and F Street Apartments (5993) - 2017

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

Inventory Type Current Inventory New Inventory Under Development

Beds are Disaster-related beds associated with a nationally recognized natural disaster Yes No

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

... with Children			... without Children			... with only Children < 18	
Beds	Units	HMIS Beds	Beds	HMIS Beds	Beds	HMIS Beds	
0	0	0	29	29	0	0	
Veterans Beds	Youth Beds	Chronic Beds	Veterans Beds	Youth Beds	Chronic Beds	Chronic Beds	
0	0		0	0			

Notes

Point-in-Time Homeless Count of People in These Beds (No Date):
[Set Date](#)

The [Set Date](#) link navigates to the PIT Counts module, where CoCs can enter the PIT count date, and the type of count (Sheltered Only or Sheltered and Unsheltered). After clicking *Save*, the system will navigate back to the [Inventory Details](#) page in the HIC module where the CoC can finish entering data and save the record. For more information on entering the data and type of count, see Section 4.4.

3.6 HIC Questions

The [HIC Questions tab](#) asks CoCs about their use of HMIS data as they relate to the HIC.

CoCs are asked the following yes or no question:

- “Does the CoC use HMIS and project descriptor elements to populate the annual Housing Inventory Count (HIC)?”

If the response is “No,” a second question appears: “If no, does the CoC *desire* to use HMIS and project descriptor data elements to populate the annual Housing Inventory Count (HIC)?”

HDX Home Dashboard HIC PIT AHAR Sys PM Messages Reports HDX Admin
Housing Inventory Counts (HIC) Organizations and Projects Inventory List Inventory Details HIC Questions Reporting Status Import Data

HIC Questions for AA-101 - Test CoC 1

Year: 2017 Date of the Housing Inventory Counts: 1/25/2017 [Change](#) [Save](#)

1. Does the CoC use HMIS and project descriptor elements to populate the annual Housing Inventory Count (HIC)?

Yes

No

a. If no, does the CoC *desire* to use HMIS and project descriptor data elements to populate the annual Housing Inventory Count (HIC)?

Yes

No

3.7 Addressing Validation Warnings and Errors

The 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 the HDX will permit the CoC to submit data. For example, an error would appear if a project reported more year round beds in HMIS than total year round beds.
- Validation warnings appear if reported data are possible but require an explanation. For example, a warning would appear if a project’s utilization rate exceeds 150%. Any record with a validation warning should include a note of explanation in its *Notes* box.

The validation errors and warnings will be shown on the [Inventory Details](#) page and can also be viewed on the [Reporting Status](#) page. To [Hide Errors](#) or [Print Errors](#), click on the links located in the top left hand box of the unit and bed inventory section (shown below).

Organization: Almost Home Inc. | Project: Emergency Shelter | 2017 | Add Inventory

Row #	Year	Inventory	Total Beds	PIT Count	Utilization Rate
125340	2017	C	50	43	86 %

Project Characteristics for 2017

Project Type: PH: Permanent Housing

Project Sub-Type: ---Select---

Geo Code: 089001 (ADAMS COUNTY)

Target Population A: HC: Households with children

Target Population B: NA: Not Applicable

HUD McKinney-Vento funded? Yes No

Other Federal Funding Sources? Yes No

★ Row # 125340 - Almost Home Inc. - Emergency Shelter - 2017

Hide Errors Print Errors Help Save

Inventory Type: Current Inventory New Inventory Under Development

Validation Error: Please select a program sub-type

Validation Error: Year round HMIS Beds for Households with Children (85) greater than year round beds for Households with Children (50) reported.

Validation Error: Please enter the number of veteran beds for households with children.

Notes: [Empty text area]

Point-in-Time Homeless Count of People in These Beds on 1/25/2017: [Empty text area] Change Date

Validation Error: Please enter a Point-in-Time Homeless Count.

3.8 Reporting Status Page

The CoC can also access a list of their errors and warnings on the [HIC Reporting Status](#) tab by clicking “Print” next to “Errors” or “Warnings.” This will allow CoCs to access a printable list of outstanding issues.

- CoCs submit their 2017 HIC count data from the [Reporting Status](#) page. (**Note: PIT Count data must be submitted separately, on the PIT Reporting Status page**).
- Access thirteen different reports in PDF or Excel Format;
- See when and by whom the CoC’s HIC count data was last updated;
- See when and by whom the CoC’s HIC count data was submitted for prior years;
- Review validation errors that must be fixed in order to submit data (click on the + sign to expand the validation errors);
- Review validation warnings (click on the + sign to expand the validation warnings); and
- Access messages related to the CoC’s HIC count data.

Reporting Status for AA-101 - Test CoC 1

Year:

Current Status	In Progress - Please fix errors to submit	<input type="button" value="Submit Data"/>
Date of the Housing Inventory Counts	1/25/2017 Change	
Reports +	11	
Last Update On	2/23/2017	
Last Update By	Tracy D'Alanno	
Submitted On	2/21/2017 ✓	
Submitted By	Tracy D'Alanno	
Validation Errors +	232 Validation Errors - Please fix in order to submit data Print	
Validation Warnings +	1 Validation Warning Print	
Messages +	3 Messages	

3.9 Submitting HIC Data to HUD

HIC data **MUST** be submitted to HUD in the 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 ▾

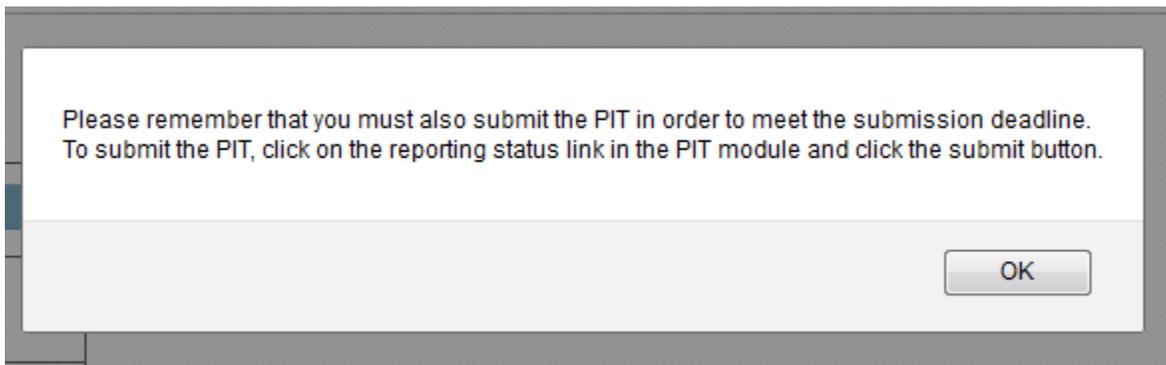
Current Status	In Progress - Please fix errors to submit	Submit Data
----------------	---	-------------

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.

Current Status	In Progress	Submit Data
----------------	-------------	-------------

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 the HDX by the submission deadline in order for the submission to be considered complete.***

A reminder message will appear when a CoC submits HIC data if the PIT count data has not yet been submitted.



REMEMBER: ONLY THE PERSON WITH SUBMIT RIGHTS FOR THE HIC 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.

4. POINT-IN-TIME COUNT DATA SUBMISSION GUIDANCE

4.1 Important Changes to PIT Count Reporting Requirements

The following reporting changes have been made to PIT count requirements this year, as described in HUD's [Notice CPD-16-060: 2017 HIC and PIT Data Collection for CoC and ESG Programs](#). As a reminder, CoCs must continue to complete a PIT count that is based on actual counts or statistically reliable data.

1. HUD has expanded the gender identity options in the PIT count to include an additional gender option – “Don’t identify as male, female, or transgender.”
2. HUD is requiring CoCs to report persons experiencing chronic homelessness by household type – persons in households with at least one adult and one child, persons in households without children, and persons in households with only children. For this reason, HUD will not require CoCs to report persons who are experiencing chronic homelessness under the Additional Homeless Populations (formerly “Subpopulations”) section of HDX.
3. HUD is clarifying that when reporting on any chronically homeless households – whether or not there are children – if one member of the household qualifies as chronically homeless, then all persons in the household should be counted as chronically homeless.

Please consult [Notice CPD-16-060: 2017 HIC and PIT Data Collection for CoC and ESG Programs](#) for detailed information about PIT count data collection requirements.

4.2 Accessing the PIT Count Module in HDX

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.
- 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.

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: 5/1/2017 Errors: 231 Warnings: 1	Point-in-Time Counts Status: In Progress Report Due: 5/1/2017 Errors: 14 Warnings: 8
Date of Inventory Count: 1/25/2017 Total Organizations: 50 Total Projects: 99 Total Year-Round Beds: 5776 Total Sheltered PIT ¹ : 0 Utilization Rate: 0% Updated By: Tracy D'Alanno Updated On: 2/23/2017 View HIC	Sheltered Populations (most recent count) Date of Count: 1/25/2017 Total Persons: 0 Total Households: 0 Unsheltered Populations (most recent count) Date of Count: 1/25/2017 Total Persons: 0 Total Households: 0 View PIT

4.3 Begin a New Count

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

Summary of PIT Counts for AA-103 - Test CoC 3

New Count					
Date of Count	Sheltered ES Total Persons	Sheltered TH Total Persons	Sheltered SH Total Persons	Unsheltered Total Persons	Total Persons
01/29/2016	3461	3315	15	32698	39489
01/28/2016	91	0	0	0	91
01/22/2013	24	30	0	15	69
06/13/2012	182	85	33	200	500

4.4 PIT Count Date and Populations

Prior to entering PIT count population and subpopulation data, CoCs must provide some background information on their count. To enter the date that the CoC conducted the PIT count, click on the calendar icon to the left of the data entry field to select the day, month, and year the PIT count was conducted. The PIT count date and the HIC count date **MUST** be the

same. Once a new count is created, the CoC can begin to enter information about their 2017 PIT count.

Point-in-Time (PIT) PIT Counts Homeless Populations Homeless Subpopulations Youth Populations Veteran Populations Methodology Notes Reporting Status

Note: Veterans Households and Unaccompanied Youth data is a subset of the All Households data. Veterans and Unaccompanied Youth Household data should be included in the All Households data.

PIT Counts

Date of PIT Count

Received HUD Waiver?
 Yes No Not applicable

Type of Count Conducted This Year
 Sheltered and Unsheltered Count
 Sheltered-Only Count

[Print Errors](#)

If the PIT count was not conducted during the last ten days in January, indicate whether the CoC requested and received a waiver from HUD that authorized them to conduct the count outside the HUD-designated time period.

A Sheltered and Unsheltered Count is required in 2017, and this radio button will be automatically selected for 2017. The radio button for Sheltered-Only Count will only be available in even numbered years.

4.5 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.

Homelessness Data Exchange Now viewing data for: AA-102 - Test CoC 2

Home Dashboard HIC PIT AHAR PULSE Messages Reports HDX Admin

Point-in-Time (PIT) PIT Counts Homeless Populations Homeless Subpopulations Youth Populations Veteran Populations Methodology Notes Reporting Status

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.

Click on links in the gray navigation bar to access the different PIT count population tables.

4.6 Entering Homeless Population Data

The second link in the PIT count module, [Homeless Populations](#), is for reporting data on all people included in the CoC's sheltered and unsheltered count, broken down by household types.

Homelessness Data Exchange Now viewing data for: AA-102 - Test CoC 2

Home Dashboard HIC PIT AHAR PULSE Messages Reports HDX Admin

Point-in-Time (PIT) PIT Counts **Homeless Populations** Homeless Subpopulations Youth Populations Veteran Populations Methodology Notes

PIT Counts Note: Veterans Households and Unaccompanied Youth Households

Date of PIT Count:

Populations in this Count: Sheltered and Unsheltered Count Sheltered-Only Count [Hide Error Messages](#) [Print Errors](#) [Save](#)

Received HUD Waiver? Yes No Not applicable

Households with at least one Adult & one Child | Households with only Children | Households without Children | Totals

Persons in Households with at least one Adult and one Child	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total 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

As in prior years, 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 persons under age 18, including unaccompanied children, adolescent parents and their children, minor siblings, or other household configurations composed only of children.
- **Households without children** - This category includes single adults, adult couples with no children, and groups of adults.

Additionally, CoCs must collect and report on the age, gender, race, ethnicity, and chronic homelessness status of persons included under each household category. The total number of people reported for each demographic characteristic must equal the total number of persons reported in the household category overall. This is also true for demographic data within the sheltered (emergency, transitional, and Safe Haven) and unsheltered subcategories. For example, if 100 total unsheltered people are reported under Households without Children, then the total count of unsheltered people reported under Gender (male, female, transgender, and don't identify as male, female, or transgender) should equal 100. CoCs must use a statistically reliable method for estimating the demographic characteristics of people for whom data are

missing to ensure a complete count. CoCs should consult the [PIT Count Methodology Guide](#) for additional guidance.

Make sure to click the blue *Save* button in either the top or bottom right corner of the screen to ensure that the data are saved in the HDX.

4.7 Entering Additional Homeless Population Data

Within the third link in the PIT count module, Additional Homeless Populations, CoCs should enter data on the number of sheltered and unsheltered persons counted in each of the following categories:

Additional Homeless Populations

- Adults with a Serious Mental Illness
- Adults with a Substance Use Disorder
- Adults with HIV/AIDS
- Victims of Domestic Violence (optional)

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

Home Dashboard HIC PIT AHAR Sys PM Messages Reports HDX Admin

Point-in-Time (PIT) PIT Counts Homeless Populations **Homeless Subpopulations** Youth Populations Veteran Populations Methodology Notes Reporting Status

PIT Counts

Date of PIT Count: 1/25/2017

Type of Count Conducted This Year: Sheltered and Unsheltered Count

[Show Error Messages](#) [Print Errors](#) **Save**

Additional Homeless Populations

Homeless Subpopulations	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven ^a		
Adults with a Serious Mental Illness	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Adults with a Substance Use Disorder	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Adults with HIV/AIDS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Victims of Domestic Violence (optional)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

Only adults should be included in the counts for this table. Make sure to click the blue *Save* button in either the top or bottom right corner of the screen to ensure that the data are saved in HDX.

4.8 Entering Youth Population Data

The fourth link in the PIT count module is for reporting on Youth Populations. CoCs should enter their data on the total number of youth households, including the number of parenting youth households and the number of unaccompanied youth households.

- Unaccompanied youth are persons under age 25 who are not presenting or sleeping in the same place as their parent or legal guardian and are not a parent presenting with or sleeping in the same place as his/her child(ren).
- Parenting youth are youth who identify as the parent or legal guardian of one or more children who are present with or sleeping in the same place as that youth parent, where there is no person over age 24 in the household.

PIT Counts

Date of PIT Count: 1/25/2017
 Type of Count Conducted This Year: Sheltered and Unsheltered Count
[Print Errors](#) [Save](#)

Unaccompanied Youth Households
 Parenting Youth Households

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven ^a		
Total Number of unaccompanied youth households	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Total number of unaccompanied youth	<input type="text" value="0"/>				
Number of unaccompanied children (under age 18)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Number of unaccompanied young adults (age age 18 to 24)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

Gender (unaccompanied youth)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven ^a		
Female	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Male	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Transgender	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Don't identify as male, female, or transgender	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

Parenting youth and unaccompanied youth data are a subset of data entered in the Households with Children, Households without Children, and Households with Only Children tables. Please refer to [Notice CPD-16-060: 2017 HIC and PIT Data Collection for CoC and ESG Programs](#) (page 12) for additional guidance on how to correctly categorize youth from each of the household categories.

CoCs must report on the gender, race, ethnicity and chronic homeless status of parenting youth (excluding children of parenting youth) and unaccompanied youth in their respective tables. Just as with the overall homelessness data described in 4.6, the total number of people reported for each demographic characteristic must equal the total number of parenting youth and unaccompanied youth overall. This is also true within the subcategories of sheltered (emergency, transitional, and Safe Haven) and unsheltered youth. For example, if 50 total

unsheltered unaccompanied youth are reported, then the total count of unsheltered unaccompanied youth reported under Gender (male, female, transgender, and don't identify as male, female, or transgender) should equal 50. CoCs must use a statistically reliable method for estimating the demographic characteristics of people for whom data are missing to ensure a complete count. CoCs should consult the [PIT Count Methodology Guide](#) for additional guidance.

4.9 Entering Veteran Population Data

The fifth link in the PIT count module is for reporting on Veteran Populations. CoCs should enter their data on the number of veterans, veteran households, persons in veteran households, demographic characteristics of veterans, and chronic homeless status of veterans enumerated during the PIT count.

CoCs must collect and report information on the following two veteran household types. Each household type is reported on a separate tab.

- **Persons in households with at least one adult and one child** - This category includes households with at least one adult, age 18 and older, and one child under age 18.
- **Persons in households without children** - This category includes single adults, adult couples with no children, and groups of adults.

CoCs must also report on the gender, race, ethnicity, and chronic homeless status of veterans (excluding non-veteran adults and children in veteran households). The total number of veterans reported for each demographic characteristic must equal the total number of veterans overall. This is also true within the subcategories of sheltered (emergency, transitional, and Safe Haven) and unsheltered veterans. For example, if 100 total unsheltered veterans are reported, then the total count of unsheltered veterans reported under Gender (male, female, transgender, and don't identify as male, female, or transgender) should equal 100. CoCs must use a statistically reliable method for estimating the demographic characteristics of people for whom data are missing to ensure a complete count. CoCs should consult the [PIT Count Methodology Guide](#) for additional guidance.

PIT Counts

Date of PIT Count: 1/25/2017
 Type of Count Conducted This Year: Sheltered and Unsheltered Count
[Print Errors](#) [Save](#)

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Veteran Households with at least one Adult & one Child				
Total Number of Households				
Total Number of Persons				
Total Number of Veterans				
Gender (veterans only)				
Female				
Male				
Transgender				
Don't identify as male, female, or transgender				
Ethnicity (veterans only)				
Non-Hispanic/Non-Latino				
Hispanic/Latino				
Race (veterans only)				
White				
Black or African-American				
Asian				
American Indian or Alaska Native				
Native Hawaiian or Other Pacific Islander				
Multiple Races				
Chronically Homeless				
Total number of households				
Total number of persons				

4.10 Completing the PIT Count Methodology Tab

The screenshot shows a web application interface for PIT Counts. At the top, there is a navigation bar with various tabs including 'Home', 'Dashboard', 'HIC', 'PIT', 'AHAR', 'Sys PM', 'Messages', 'Reports', 'HDX Admin', 'Point-in-Time (PIT)', 'PIT Counts', 'Homeless Populations', 'Homeless Subpopulations', 'Youth Populations', 'Veteran Populations', 'Methodology', 'Notes', and 'Reporting Status'. The 'Methodology' tab is highlighted with a red box. Below the navigation bar, the 'PIT Counts' section is displayed. It includes a 'Date of PIT Count' field with the value '1/25/2017' and a 'Type of Count Conducted This Year' field with the value 'Sheltered and Unsheltered Count'. To the right of these fields are 'Print Errors' and 'Save' buttons. Below this, there is a row of four sub-tabs: 'Sheltered Population', 'Sheltered Subpopulations', 'Unsheltered Population', and 'Unsheltered Subpopulations'. The 'Sheltered Population' sub-tab is highlighted with a red box.

The PIT Methodology Tab includes 4 sub-tabs. Tab 1 and Tab 2 focus on identifying the methodology the CoC used to conduct a count of sheltered homeless persons. Tab 3 and Tab 4 focus on identifying the methodology that the CoC used to conduct a count of unsheltered homeless persons.

Accuracy of the data reported in the sheltered and unsheltered PIT count is vital. Data reported must be based on actual counts or statistically reliable estimation methods. CoCs may use one or more data sources to gather information and conduct counts of sheltered and unsheltered homeless persons.

Section	Description
Tab 1: Sheltered Population	Data sources and methodologies utilized to collect information on the <u>total number of people</u> sleeping in emergency shelters, transitional housing, and Safe Havens.
Tab 2: Sheltered Subpopulations	Data sources and methodologies utilized by the CoC to collect <u>demographic information</u> about populations within the CoC's sheltered population, including: people with chronic patterns of homelessness, veterans experiencing homelessness, and homeless youth.
Tab 3: Unsheltered Population	Data sources and methodologies utilized to collect information on the <u>total number of people</u> sleeping on the streets and places not meant for human habitation.
Tab 4: Unsheltered Subpopulations	Data sources and methodologies utilized by the CoC to collect <u>demographic information</u> about populations within the CoC's unsheltered population, including: people with chronic patterns of homelessness, veterans experiencing homelessness, and homeless youth.

4.10.a Tab 1 and Tab 2: Sheltered Population, Sheltered Subpopulations

The sheltered PIT count assists communities and HUD in understanding the total number and characteristics of people staying in emergency shelter, Safe Havens, and transitional housing.

Home Dashboard HIC PIT AHAR Sys PM Messages Reports HDX Admin

Point-in-Time (PIT) PIT Counts Homeless Populations Homeless Subpopulations Youth Populations Veteran Populations Methodology Notes Reporting Status

PIT Counts

Date of PIT Count: 1/25/2017
Type of Count Conducted This Year: Sheltered and Unsheltered Count
Data Saved. [Print Errors](#) [Save](#)

Sheltered Population Sheltered Subpopulations Unsheltered Population Unsheltered Subpopulations

1. What data source(s) was used to produce the total number of people included in the sheltered population (staying in an emergency shelter, Safe Haven, or transitional housing) on the night of the count? Please indicate the percentage of the PIT count derived from each of the sources. (If a source was not used, please enter zero).

HMIS Data	<input type="text" value="60"/>
Provider-level surveys	<input type="text" value="10"/>
Client-level surveys	<input type="text" value="30"/>
Observation	<input type="text" value="0"/>
Other	<input type="text" value="0"/>
Total	100%

Sheltered Population Questions

Questions within this tab only relate to the data sources and methods used to determine the total count of people in emergency shelter, Safe Havens, and transitional housing projects on the night of the count.

Question 1

Identify what data source(s) were used to produce the total number of sheltered persons during the PIT count and the approximate percent of the total count derived from each data source. Definitions of potential data sources follow:

- **HMIS Data.** The CoC used data collected and entered in HMIS.
- **Provider-level surveys.** The CoC asked shelter, transitional housing, and/or Safe Haven providers to complete standardized survey forms.
- **Client-level surveys.** The CoC asked sheltered clients to complete standardized survey forms.
- **Observation.** Enumerators conducted manual counts of people by observing the number of participants in sheltered locations.
- **Other.** Please specify.

Question 2

Was the CoC able to collect information about the number of people being sheltered on the night of the count from all emergency shelters, Safe Havens, and transitional housing projects listed on the HIC or only some?

- **Complete census count.** All providers listed on the HIC provided information to the CoC through one of the means listed above.

- **Random sample and extrapolation.** A statistically reliable random sample of providers was used (e.g., through a simple random sample, a stratified sample, or a cluster sample) as a basis for estimating the total number of sheltered people.
- **Non-random sample and extrapolation.** A non-random sample of providers was used (e.g., only counts of people in projects participating HMIS were used) as a basis for estimating the total number of sheltered people.

Question 3

What information or method(s) was used to de-duplicate the count of the total number of people included in the sheltered population? (Check all that apply):

- **Comparison of personally identifying information (PII), such as name, date of birth, and Social Security number**
- **Comparison of unique client identifiers (not PII)**
- **Blitz count of persons in shelters (i.e., count occurred at same time to avoid double counting)**
- **Interview/survey question(s) (e.g., have you already completed a count survey)**
- **No specific approach was used.**
- **Other.** Please specify.

Sheltered Subpopulations Questions

Questions within this tab only relate to the data sources and methods used to determine the demographic and subpopulation characteristics of people in emergency shelter, Safe Havens, and transitional housing projects on the night of the count.

Question 4

What data source(s) was used to produce the demographic and subpopulation data included in the sheltered population (staying in an emergency shelter, Safe Haven, or transitional housing) on the night of the count? (select all that were used)

- **HMIS Data.** The CoC used data collected and entered in HMIS.
- **Provider-level surveys.** The CoC asked shelter, transitional housing, and/or Safe Haven providers to complete standardized survey forms.
- **Client-level surveys.** The CoC asked sheltered clients to complete standardized survey forms.
- **Observation.** Enumerators conducted manual counts of people by observing the number of participants in sheltered locations.
- **Other.** Please specify.

Question 5

Was the CoC able to collect information about the demographic and subpopulation characteristics of *all* sheltered people or *only some*?

- **All sheltered people**
- **A subset of sheltered people**

Question 5a (Sheltered Subpopulations)

How did the CoC select a subset of people? Definitions as follows:

- **Sheltered people were selected randomly.** A statistically reliable random sample of sheltered people was used (e.g., through a simple random sample, a stratified sample, or a cluster sample) as a basis for estimating the demographic and subpopulation characteristics of all sheltered people in the CoC.
- **Sheltered people were not selected randomly, but an effort was made to select a sample that “represented” all sheltered people in emergency shelters, safe havens, and transitional housing providers in the CoC.**
- **Sheltered people were not selected randomly, and the selection was driven by convenience or expediency (e.g., people that were willing to provide information).** A non-random sample of people was used as a basis for estimating the demographic and subpopulation characteristics of all sheltered people in the CoC. People were selected was based on practical considerations (e.g., providers or people who were willing to participate in the count or had data readily available on the night of the count).
- **Other.** Please specify.

Question 5b (Sheltered Subpopulations)

Did the CoC adjust the information in some way (e.g., statistical adjustment or extrapolation) to account for all sheltered people? Answer **Yes** or **No**.

Question 6

Looking at the change in your sheltered count from last year's count, please choose up to **three** reasons that best explains these changes from the drop down list below.

Please provide a brief description of these specific factors in the box provided.

- Change in PIT count methodology**
- Change in participation of program serving general homeless population (e.g., singles, families)**
- Change in participation of programs serving subpopulation (e.g., veterans, youth)**
- Increased or improved PIT count training**
- Move volunteers for PIT count**
- Change in awareness of PIT count and relevant resources**
- Change in CoC geographic coverage area**
- Change in emergency shelter capacity**
- Change in transitional housing capacity**
- Change in rapid re-housing capacity**
- Change in homelessness prevention capacity**
- Change in other supportive housing subsidy capacity**
- Change in landlord partnerships**
- Impact of coordinated entry**
- Impact of Housing First practices**

- Change in availability of affordable housing
- Change in economic conditions (employment rate, etc.)
- Weather
- Other (specify)

4.10.b Tab 3 and Tab 4: Unsheltered Population, Unsheltered Subpopulations

The unsheltered PIT count assists communities and HUD in understanding the total number and characteristics of people sleeping in places not meant for human habitation, including the streets, encampments, vehicles, and abandoned buildings.

Point-in-Time (PIT)
PIT Counts
Homeless Populations
Homeless Subpopulations
Youth Populations
Veteran Populations
Methodology
Notes
Reporting Status

PIT Counts

Date of PIT Count	Type of Count Conducted This Year	
1/25/2017	Sheltered and Unsheltered Count	Print Errors Save

Sheltered Population	Sheltered Subpopulations	Unsheltered Population	Unsheltered Subpopulations
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7. What approach(es) was used to count the total number of people included in the unsheltered population during the PIT count. (select all that were used)

- "Night of the count" - complete census
- "Night of the count" - known locations
- "Night of the count" - random sample
- Service-based count

Unsheltered Population Questions

Questions within this tab only relate to the data sources and methods used to determine the total count of people who were unsheltered on the night of the count.

Question 7

What approach(es) was used to count the total number of people included in the unsheltered population during the PIT count. Definitions of potential approaches follow:

- **“Night of the count” – complete census.** The CoC canvassed the entire CoC geography on the night of the count.
- **“Night of the count” – known locations.** The CoC used local information to determine locations where unsheltered people were known to be and counted all unsheltered people in these locations. For example, the CoC may have sent extra volunteers to sites known to be heavily trafficked by unsheltered homeless individuals and avoided sites where unsheltered homeless individuals have not been known to stay.
- **“Night of the count” – random sample.** The CoC used a statistically reliable sample to estimate the count of unsheltered people on the night of the PIT count.
- **Service-based count.** The CoC used surveys of people at local service-providers in the week following the count to identify people who were unsheltered on the night of the PIT count.

- **HMIS.** The CoC used information on people who are unsheltered and entered into their HMIS (e.g., through street outreach) to identify people who were unsheltered on the night of the PIT count.

Question 7a

Were certain areas within the CoC geography specifically excluded because the CoC had reason to believe there were no unsheltered people in those areas? Answer **Yes** or **No**.

Question 7b

If a subset of areas was used, identify the process used to select the areas that were included.

- **Areas were selected randomly.** A statistically reliable random sample of geographic areas was used (e.g., through a simple random sample, a stratified sample, or a cluster sample)
- **Areas were not selected randomly, but an effort was made to select a sample of areas that “represented” the larger community.** A non-random sample of geographic areas was used as a basis that represented the characteristics of all areas. An effort was made to ensure areas that were selected had similar characteristics as the overall larger community.
- **Areas were not selected randomly, but an effort was made to use local knowledge to target known locations (e.g., areas with known concentrations of unsheltered homeless people).**
- Other. Please specify.

Question 7b1

Did the CoC adjust the information in some way (e.g., statistical adjustment or extrapolation) to account for areas within the CoC geography that were not canvassed but where unsheltered people might have been on the night of the PIT count. Answer **Yes** or **No**.

Questions 7c

In areas that were canvassed, identify whether the CoC did a count of all unsheltered people or a sample of people.

- **All people encountered during the count**
- **A sample of people encountered during the count**

Question 7c1

How did the CoC select those people?

- **People were selected randomly.** A statistical effort was used to select people randomly (i.e., through a simple random sample, a stratified sample, or a cluster sample).
- **People were not selected randomly, but an effort was made to select a sample of people who “represented” unsheltered clients in the larger community.** A statistical approach was *not* used to select the sample, but rather local information was used about the types of unsheltered people in the CoC to handpick a group of people who appear to “represent” all unsheltered people.

- **People were not selected randomly, and the selection was driven by practicality or expediency (e.g., canvassers counted people that were in plain view from the sidewalk and did not try to look into buildings or cars).** A statistical approach was *not* used to select the sample, but rather the selection of people was determined by practical considerations (e.g., canvassers counted people who were in plain view from the sidewalk and did not try to look into buildings or cars).
- **Other.** Please specify.

Question 7c2

Did the CoC adjust the information in some way (e.g., statistical adjustment or extrapolation) to account for all persons? Answer **Yes** or **No**.

Question 8

What information or method(s) were used to de-duplicate the *total count of people* in the unsheltered populations? Definitions as follows:

- **Comparisons of Personally Identifying Information (PII)** such as name, date of birth, or Social Security number
- **Comparison of Unique Client Identifiers (not PII).** The CoC used unique identifiers assigned to unsheltered homeless persons to de-duplicate its records.
- **Blitz count of unsheltered people.** The CoC used a “blitz approach” to count unsheltered people during a relatively short timeframe (e.g., canvassing of different areas occurred at the same time to avoid double counting). The blitz count capitalizes on the fact that people can only be in one place at one time, and thus the approach minimizes the possibility of duplicate records by conducting the count quickly.
- **Interview/survey question(s) with screening questions.** The CoC asked specific survey question(s) of each unsheltered person (e.g., have you already completed a count survey) to de-duplicate its records.
- **No specific approach was used.** The CoC did not attempt to systematically de-duplicate its records.
- **Other.** Please specify.

Unsheltered Subpopulations Questions

Questions within this tab only relate to the data sources and methods used to determine the demographic and subpopulation characteristics of people who were unsheltered on the night of the count.

Question 9

What approach(es) was used to collect *demographic and subpopulation* data about unsheltered people included in the unsheltered population during the PIT count? (Select all that were used):

- **Surveys/ interviews of people identified as unsheltered on the night of the PIT count**
- **Surveys/ interviews of people identified as unsheltered on the night of the PIT count, but completed at a later date**
- **Surveys/ interviews of people identified within 7 days following the night of the PIT count who may have been unsheltered on the night of the PIT count (e.g., “service-based surveys at locations where people who are homeless go for assistance)**
- **HMIS data from street outreach and/ or other providers**
- **Other.** Please specify.

Question 10

Were all people who were encountered during canvassing on the night of the count or during post night of the count PIT activities asked to complete a survey/interview?

- **All people encountered were surveyed**
- **A subset of people were surveyed**

Question 10a

How did the CoC select those people?

- **People were selected randomly.** A statistically reliable random sample of unsheltered people was used (e.g., through a simple random sample, a stratified sample, or a cluster sample) as a basis for estimating the demographic and subpopulation characteristics of all unsheltered people in the CoC.
- **People were not selected randomly, but an effort was made to select a sample of people that “represented” all unsheltered people**
- **People were not selected randomly, and the selection was driven by practicality or expediency (e.g., people willing and able to complete a survey on the night of the PIT count)** A non-random sample of people was used as a basis for estimating the demographic and subpopulation characteristics of all unsheltered people in the CoC. People were selected was based on practical considerations (e.g., providers or people who were willing to participate in the count or had data readily available on the night of the count).
- **Other.** Please specify.

Question 10b

Did the CoC adjust the information in some way (e.g., statistical adjustment or extrapolation) to account for all persons in all projects? Answer **Yes** or **No**.

Question 11

What information or method(s) was used to produce an unduplicated total count of homeless people across your sheltered and unsheltered populations? Definitions as follows:

- **Comparisons of Personally Identifying Information (PII).** The CoC compared a combination of personally identifying information such as name, date of birth, age and Social Security Number to de-duplicate its records.
- **Comparison of Unique Client Identifiers (not PII).** The CoC used unique identifiers assigned to homeless persons to de-duplicate its records.
- **Blitz count of persons in sheltered and unsheltered locations.** The CoC used a “blitz approach” in a relatively short timeframe (e.g., sheltered and unsheltered counts occurred at same time to avoid double counting, such as during a few hours on the night of the count).
- **Interview/survey questions with screening questions.** The CoC asked specific survey question(s) of each participant.
- **No specific approach was used.** The CoC did not attempt to systematically de-duplicate its records.
- **Other.** Please specify.

Question 12

Looking at the changes in your unsheltered count from last year’s count, please choose up to **three** reasons that best explains these changes from the drop down list and please provide a brief description of these specific factors.

- **Change in PIT count methodology**
- **Change in participation of program serving general homeless population (e.g., singles, families)**
- **Change in participation of programs serving subpopulation (e.g., veterans, youth)**
- **Increased or improved PIT count training**
- **Move volunteers for PIT count**
- **Change in awareness of PIT count and relevant resources**
- **Change in CoC geographic coverage area**
- **Change in emergency shelter capacity**
- **Change in transitional housing capacity**
- **Change in rapid re-housing capacity**
- **Change in homelessness prevention capacity**
- **Change in other supportive housing subsidy capacity**
- **Change in landlord partnerships**
- **Impact of coordinated entry**
- **Impact of Housing First practices**
- **Change in availability of affordable housing**

- Change in economic conditions (employment rate, etc.)
- Weather
- Other (specify)

4.11 PIT Reporting Status Overview

Point-in-Time (PIT) PIT Counts Homeless Populations Homeless Subpopulations Youth Populations Veteran Populations Methodology Notes **Reporting Status**

Reporting Status for AA-101 - Test CoC 1

Date of Count: 01/25/2017

Current Status	In Progress - Please fix errors to submit Submit Data
Reports	<ul style="list-style-type: none"> • Point-in-Time Summary PDF Excel • Point-in-Time Summary Youth Populations PDF Excel • Point-in-Time Methodology PDF Excel • Point-in-Time Summary Veterans PDF Excel • Point-in-Time Subpopulations Summary PDF Excel • Notes Report PDF Excel
Last Update On	2/23/2017
Last Update By	Tracy D'Alanno
Submitted On	-
Submitted By	-
Validation Errors +	13 Validation Errors - Please fix in order to submit data Print
Validation Warnings +	8 Validation Warnings Print
Messages +	No Messages

On the PIT Count Reporting Status tab, HDX users with appropriate privileges can:

- Submit their CoC's 2017 PIT count data (**Note: HIC data must be submitted separately, on the HIC Reporting Status page**);
- Access a PIT count summary report in PDF or Excel Format;
- See when and by whom the CoC's PIT count data was last updated;
- View prior year Reporting Status pages to see when and by whom the CoC's PIT count data was submitted for prior years;
- Review validation errors that must be fixed in order to submit data (click on the + sign to expand the validation errors);
- Review validation warnings (click on the + sign to expand the validation warnings); and
- Access messages related to the CoC's PIT count data.

4.12 Addressing Validation Warnings and Errors

The HDX contains validation errors and validation warnings to assist CoCs in identifying and addressing any inconsistencies in their PIT count data.

- Validation errors represent impossibilities within a CoC’s data. For example, if a CoC reports more households in emergency shelter than people in emergency shelter.
- Validation warnings represent issues that are possible, but require an explanation. For example, if a CoC reports data that result in an average household size for households without children that is greater than 3 people.

These errors and warnings will appear once data are saved in the HDX, and will be displayed on each sub-tab.

During data entry, a CoC can hide their warnings by clicking on the “Hide Error Messages.”

Point-in-Time (PIT) [PIT Counts](#) [Homeless Populations](#) [Homeless Subpopulations](#) [Youth Populations](#) [Veteran Populations](#) [Methodology](#) [Notes](#) [Reporting Status](#)

PIT Counts Note: Veterans Households and Unaccompanied Youth data
Veterans and Unaccompanied Youth Household data should

Date of PIT Count: 1/25/2017 Data Saved.

Type of Count Conducted This Year: Sheltered and Unsheltered Count Sheltered-Only Count [Hide Error Messages](#) [Print Errors](#) [Save](#)

Persons in Households with at least one Adult and one Child	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	120			
Total Number of Persons (Adults & Children)	135			
Number of Persons (under age 18)	65			
Number of Persons (18 - 24)	10			
Number of Persons (over age 24)	60			160

Gender (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	5	5		10
Male	10			10
Transgender	2			2
Don't identify as male, female, or transgender	0			0

Validation Warnings and Errors:

- Validation Warning:** Since each of these households must have at least one adult and one child, there must be at least as many households with at least one adult and one child (currently 70) as there are households (currently 120).
- Validation Error:** Since each of these households must have at least one adult and one child, there must be at least as many children under 18 in Transitional Housing households with at least one adult and one child (currently 45) as there are households (currently 60).
- Validation Error:** Since each of these households must have at least one adult and one child, there must be at least as many children under 18 in Emergency Shelter households with at least one adult and one child (currently 65) as there are households (currently 120).
- Validation Error:** Total persons in Gender (17) for each column must equal total persons for that column (135).

The validation errors and warnings can also be viewed on the [Reporting Status](#) tab. CoCs will not be able to submit their data until all validation errors are addressed. CoCs can submit data with validation warnings; however, an explanation about the warning must be provided in the *Notes* field (explained below).

Reporting Status for AA-101 - Test CoC 1

Date of Count: 01/25/2017

Current Status	In Progress - Please fix errors to submit Submit Data
Reports	<ul style="list-style-type: none"> • Point-in-Time Summary   • Point-in-Time Summary Youth Populations   • Point-in-Time Methodology   • Point-in-Time Summary Veterans   • Point-in-Time Subpopulations Summary   • Notes Report  
Last Update On	2/23/2017
Last Update By	Tracy D'Alanno
Submitted On	-
Submitted By	-
Validation Errors +	13 Validation Errors - Please fix in order to submit data Print
Validation Warnings +	8 Validation Warnings Print
Messages +	No Messages

4.13 Entering Explanations/Additional Information on the Data

A Notes section has been added at the bottom of the page after each table. In addition, the seventh tab in the PIT count module includes a whole page for additional Notes. CoCs should enter any information that they think might be relevant to help HUD staff better understand the submitted data. This space should also be used to explain any validation warnings that remain on each of the associated tables at the time that data are submitted.

Home Dashboard HIC PIT AHAR Sys PM Messages Reports HDX Admin

Point-in-Time (PIT) PIT Counts Homeless Populations Homeless Subpopulations Youth Populations Veteran Populations Methodology **Notes** Reporting Status

PIT Counts

Date of PIT Count: 1/25/2017 Type of Count Conducted This Year: Sheltered and Unsheltered Count [Print Errors](#) [Save](#)

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.

 **Validation Error**
 There are warnings on this PIT count. Please enter an explanation in the notes-field.

4.14 Submitting the PIT Count Data to HUD

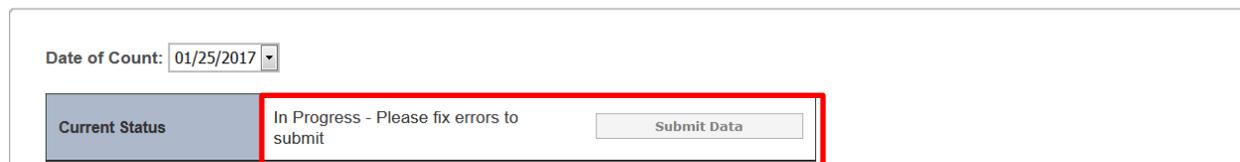
PIT count data **MUST** be submitted to HUD by 7:59:59 p.m. eastern time, **Monday, May 1, 2017**. To submit PIT count data, click on the [Reporting Status](#) tab on the gray toolbar within the PIT count Module.



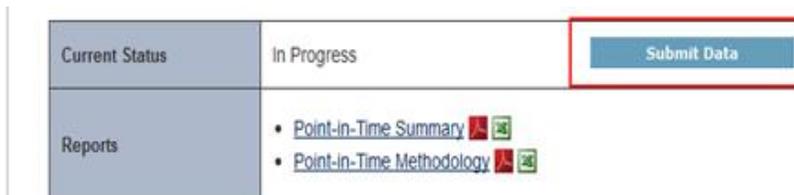
If the CoC has any validation errors or unexplained warnings, the *Submit Data* button will be light gray and deactivated. It will only be possible to click this button once all of the CoCs errors have been corrected and there are notes to explain any warnings.



Reporting Status for AA-101 - Test CoC 1

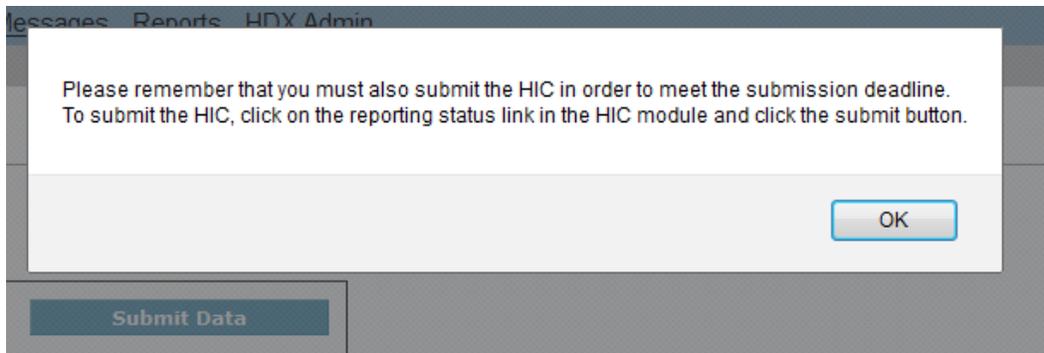


Once the CoC's PIT count data are error-free, the *Submit Data* button in the top right corner of the table will be blue. Click it to submit PIT count data to HUD.



Submitting the HIC and the PIT data in HDX is a **TWO PART SUBMISSION** process! **CoCs must submit both the data entered into the PIT count module and the data entered into the HIC module in the HDX by the submission deadline in order for the CoC's submission to be considered complete.**

A reminder message will appear when a CoC submits PIT count data if the HIC data has not yet been submitted.



REMEMBER: ONLY THE PERSON WITH SUBMIT RIGHTS FOR THE PIT COUNT 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.
