



# 2017 Housing Inventory and Point-in-Time Counts

Data Submission Guidance



# The HIC and the PIT Count

## The Housing Inventory Count (HIC)

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

## The Point-in-Time (PIT) Count

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



# 2017 HIC and PIT Count Notice and Guidance

[Notice CPD-16-060: 2017 HIC and PIT Data Collection for CoC and ESG Programs](#)

[2017 HIC and PIT Count Data Submission Guidance](#)

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

# Deadlines

[HDX](#) Opened for Data Entry: **March 1, 2017**

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

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



# GENERAL HDX OVERVIEW

What is it? Users? Timelines?



# What is HDX?

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

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



# HDX Users

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



## ***Reminder!***

**The CoC is ultimately responsible for ensuring and overseeing the submittal of required and voluntary data**



# HDX Homepage

- URL - <http://www.hudhdx.info/>

MONDAY, AUGUST 22, 2016

**HUD.GOV**  
U.S. Department of Housing and Urban Development  
Secretary Julián Castro



Connect with HUD  
  
[Información en Español](#)

Homelessness Data Exchange  
**HDX** [Home](#) [Login](#) [Create an Account](#)

## Welcome to the Homelessness Data Exchange website



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

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

### The Homelessness Data Exchange (HDX)

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

### DEADLINES

#### System Performance Measures

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

**Extended Deadline - Monday, August 15, 2016:**  
Deadline for Submittal of the System Performance Measures is 7:59:59 PM EST



# Creating and Updating an HDX Account



# Registration and Login Process

Create User Accounts at:  
<http://www.hudhdx.info/SignUp.aspx>

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



Homelessness Data Exchange  
Home Login **Create an Account**

## Create an Account

(\* required)

- \* Your Email:   
(Will also serve as your username.)
- \* Confirm Email:
- \* First Name:
- \* Last Name:
- \* Name of Organization:
- \* User Type:
- Your CoC:
- Address:
- City:
- \* State:
- Zip:
- \* Phone:  ext:
- Phone 2 (mobile, etc.):  ext:
- Fax:

Password must be at least 5 characters long and include one number

- \* Password:
- \* Confirm Password:
- Security Question:  What is your mother's maiden name?
- \* Security Answer:



# Update an HDX Account

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

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

Home Dashboard HIC PIT AHAR PL

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: 4/30/2016
Status: In Progress	Errors: 1425
	Warnings: 27
Date of Inventory Count: 1/28/2016	
Total Organizations: 211	
Total Projects: 872	
Total Year-Round Beds: 63812	
Total Sheltered PIT: 44	
Utilization Rate: %	
Updated By: Stefan Baumgartner	
Updated On: 2/4/2016	

[View HIC](#)

## My Account

### Account Details

First Name:

Last Name:

Organization:

Address:

City:

State:

Zip:

Email:

Phone:

Phone 2:

Fax:

Account Details Saved.

### Change Password

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

Old Password:

New Password:

Confirm Password:

# Login Process

## Login to HDX

Login to HDX  
using your  
username (*email  
address*) and  
password

Homelessness Data Exchange  
HDX

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

Username (Email Address)

Password

[Login](#)

[Forgot your password?](#)

[Create an Account](#)

# HDX Primary Contact/CoC Collaborative Applicant

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

## Collaborative Applicant Changes

Requests to change the CoC Collaborative Applicant are submitted to HUD through the [HUD Exchange Ask A Question](#) page. Such a request must follow the protocol outlined in the HUD Exchange Frequently Asked Question:

<https://www.hudexchange.info/faqs/778/how-do-we-change-the-primary-contact/>.

# Adding and Updating CoC HDX Users

## To add users:

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

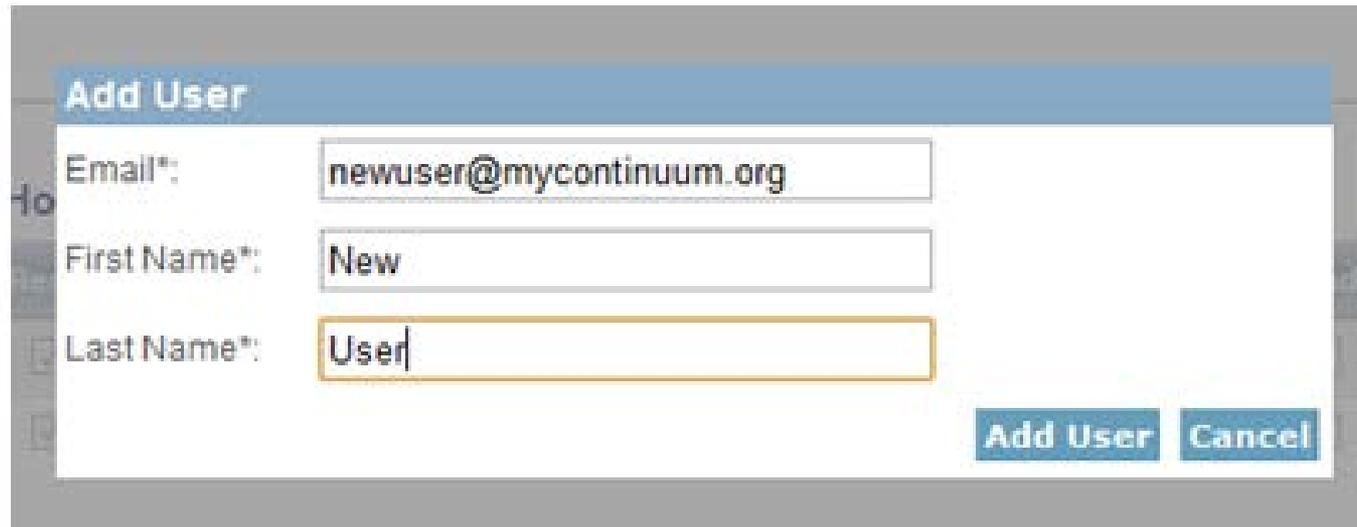
The screenshot shows the HDX Admin interface. The top navigation bar includes links for Home, Dashboard, HIC, PIT, AHAR, Sys PM, Messages, Reports, and HDX Admin (highlighted with a red box). Below this, the HDX Admin sub-menu includes CoC Access, Manage Users, Manage Liaisons, and CoCs. The main content area is titled "CoC Access" and contains a table with columns for CoC, Housing Inventory, PIT Counts, AHAR, and Sys PM. Each column has sub-columns for Read, Write, and Submit, with radio buttons for selection. The table lists three users: Stefan BaumgartnerTest, Azim Shivji, and StefanBaumg@Gmail.com Test. The "Add User" button is highlighted with a red box.

User ▲	CoC	Housing Inventory			PIT Counts			AHAR			Sys PM			Remove
	Primary	Read	Write	Submit										
Stefan BaumgartnerTest	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>	Remove
Azim Shivji	<input checked="" 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 checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	
StefanBaumg@Gmail.com Test	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Remove

**Add User** **Save**

# Adding and Updating HDX Users

- CoC Primary Contacts will need to know each user's email address and first and last name in order to create the user accounts
- Click "Add User" button and fill out form to add contact



**Add User**

Email\*:

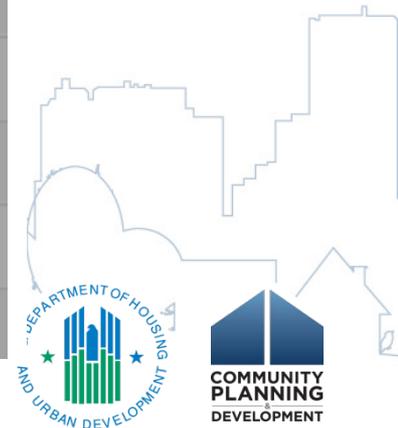
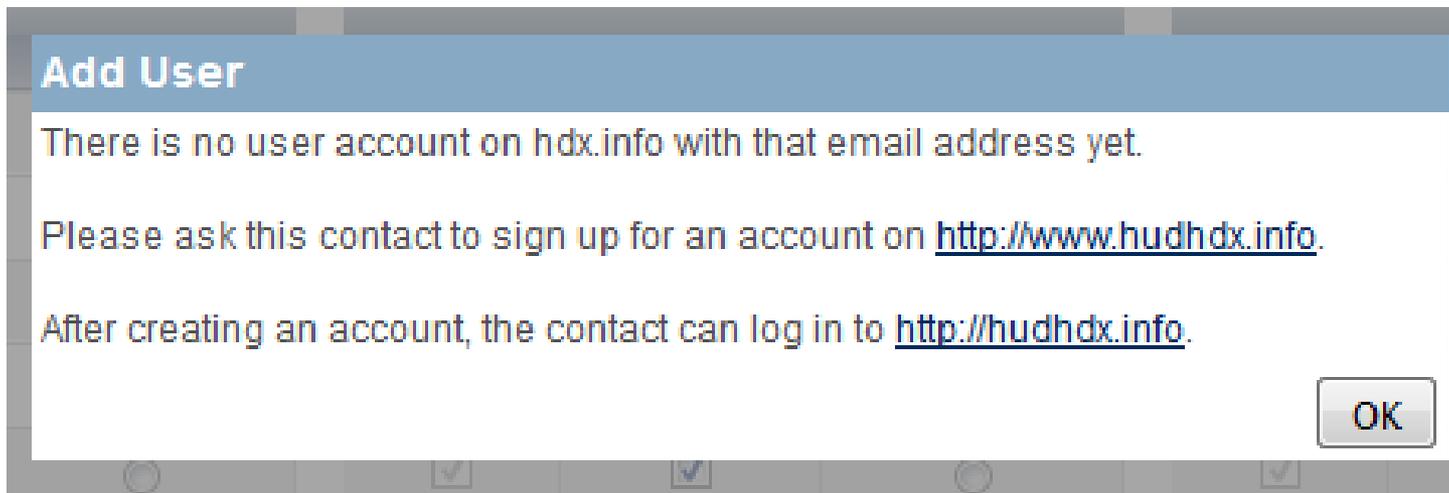
First Name\*:

Last Name\*:

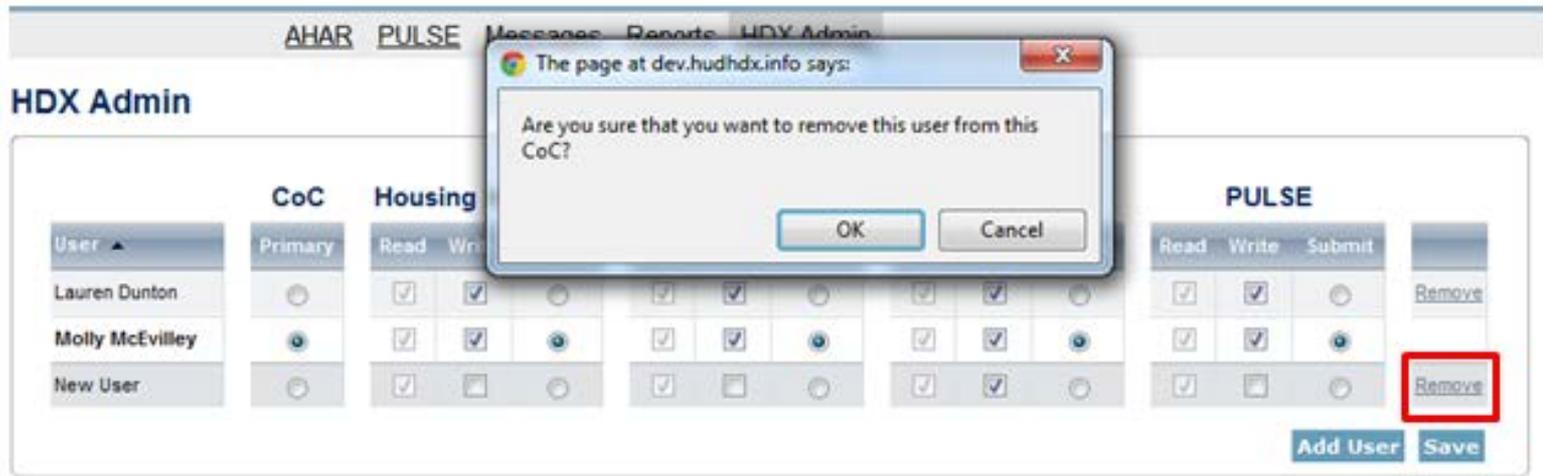


# Adding and Updating HDX Users

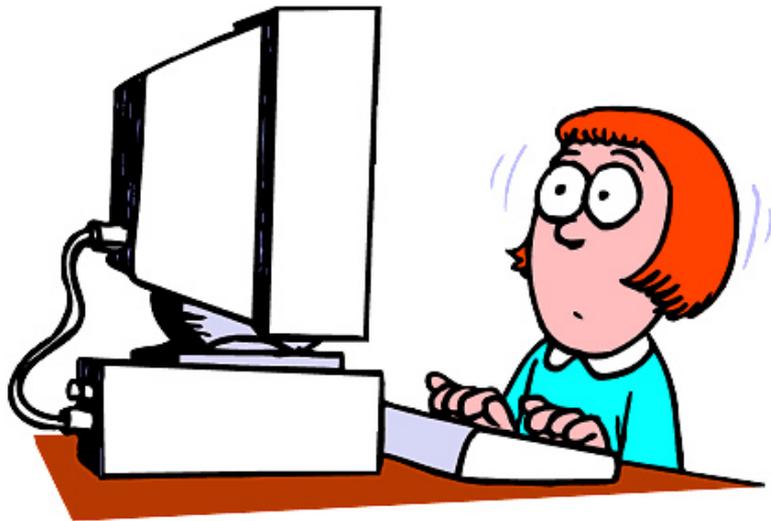
HDX will display an alert if it is unable to find an account associated with that email address. The CoC Primary Contact should notify users who have not yet created an account and ask them to register at the [HUDHDX.info Create an Account](http://www.hudhdx.info) site.



# Adding and Updating HDX Users



- **To remove users** who no longer need access to HDX, the CoC Primary Contact clicks the *Remove* link in the far right column.
- A message will appear asking for verification; click *OK*, and the user will be deleted.



# ASSIGNING USER ACCESS RIGHTS



# Assigning User Access Levels

- **Read** – user can see the screens and any data that has been entered, but cannot enter or edit data;
- **Write** – user can enter and edit data, but cannot submit data; and
- **Submit** – user can approve and submit data to HUD.

HDX Admin [CoC Access](#) [Manage Users](#) [Manage Liaisons](#) [CoCs](#)

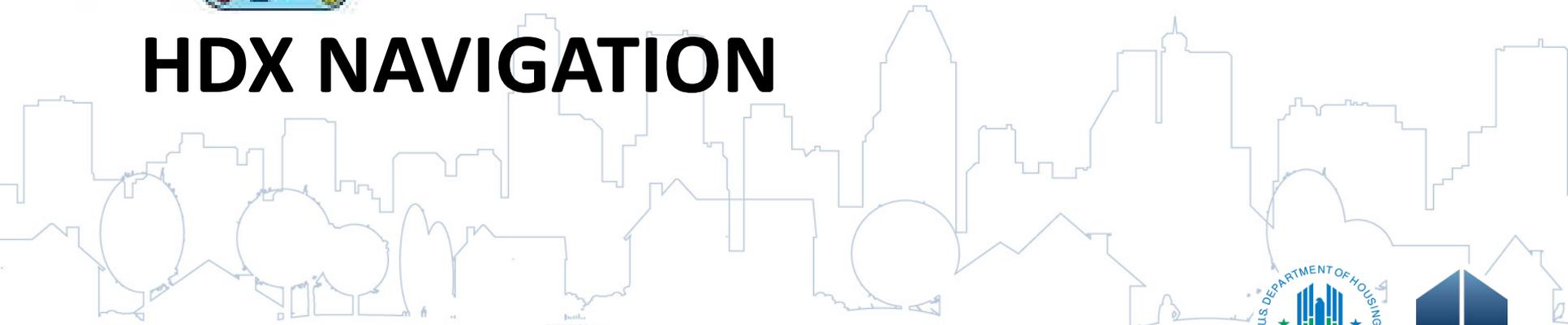
## CoC Access

User ▲	CoC	Housing Inventory			PIT Counts			AHAR			Sys PM			Remove
		Read	Write	Submit										
Stefan BaumgartnerTest	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>	Remove
Azim Shivji	<input checked="" 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 checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	Remove
StefanBaumg@Gmail.com Test	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Remove

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



# HDX NAVIGATION



# Main Navigation Bar

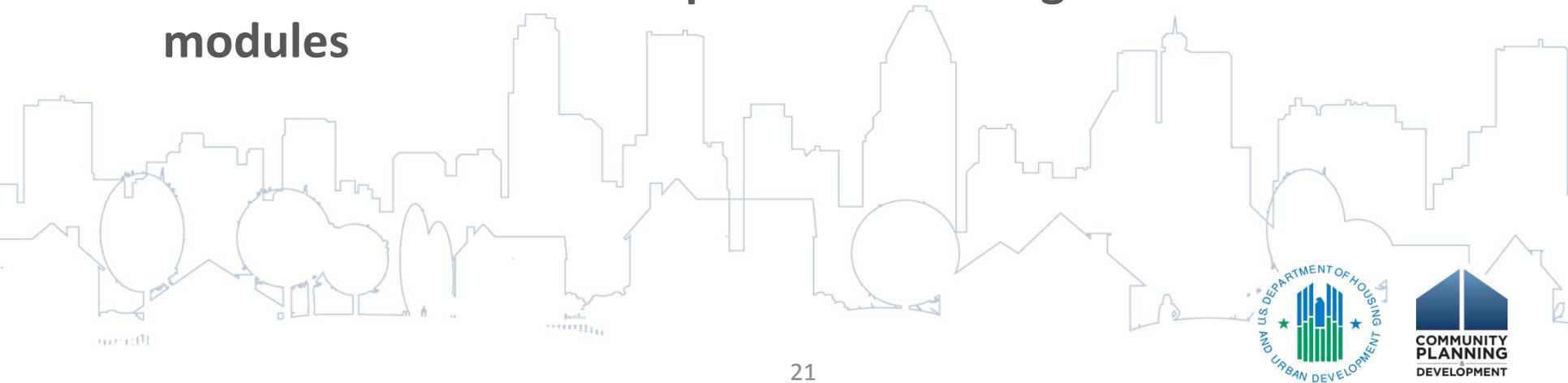
HUD.GOV  
U.S. Department of Housing and Urban Development  
Secretary Julián Castro

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

[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](#)

**Use the links in the blue navigation bar to access each module and to access reports and messages common to all modules**



# Secondary Navigation Bars

## HIC



## PIT



## Sys PM

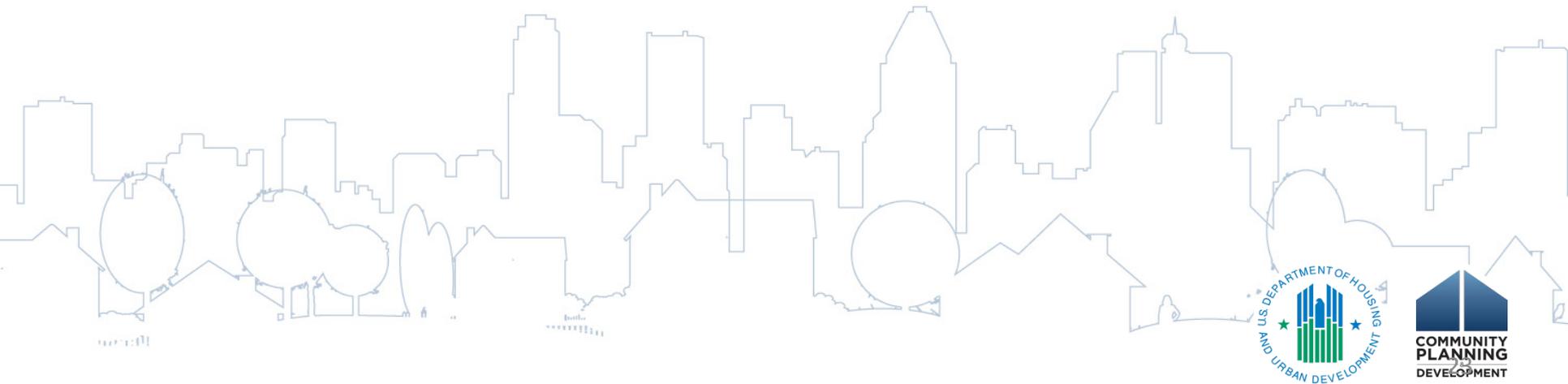


## AHAR



Use the links in the gray navigation bar to access tables and screens associated with each module

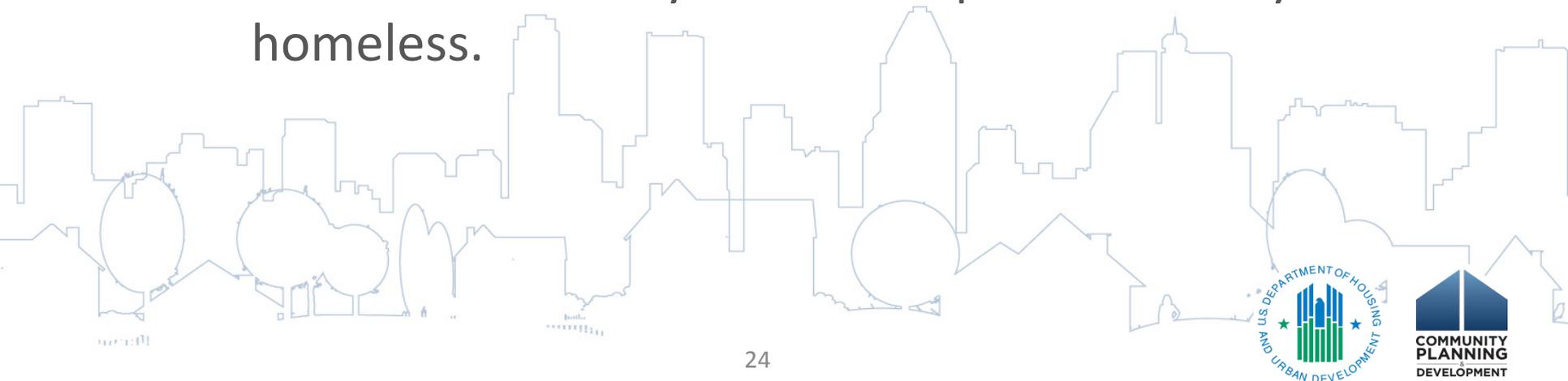
# Housing Inventory Count (HIC)



# What to Include in the HIC

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

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

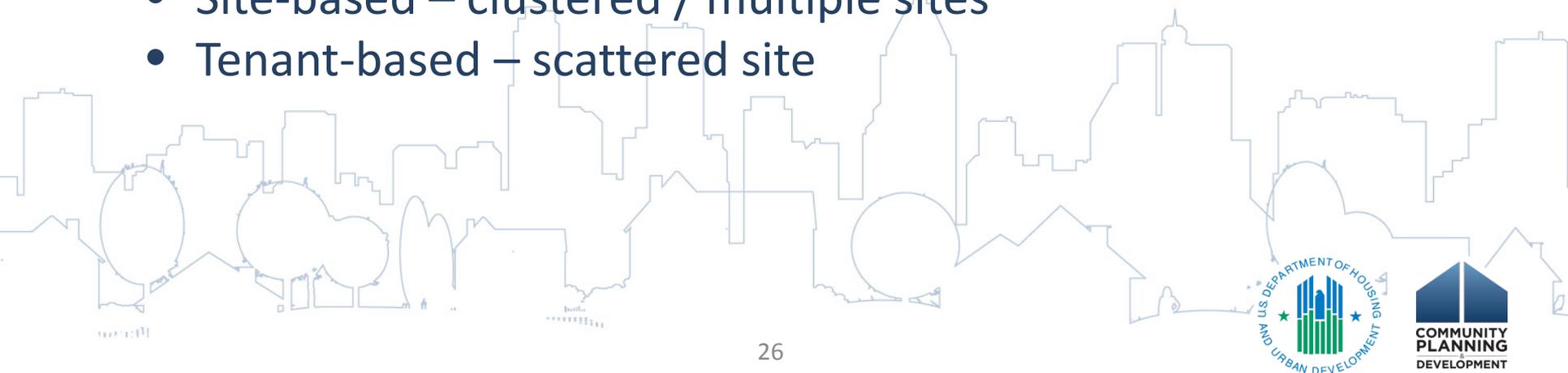


# Changes to the HIC for 2017

1. The Rapid Rehousing Demonstration Program - DEM project type has been removed. DEM projects are now classified as RRH projects.
2. The McKinney-Vento funding question has been expanded from a “Yes” or “No” question to require CoCs to identify the actual HUD McKinney-Vento funding source associated with HMIS PDDE 2.6 – Federal Funding Source.
3. VA GPD (TIP) projects should report beds under the “Other Permanent Housing” (OPH) project type. Persons in these beds should not be included in the PIT Count.

# Changes to the HIC for 2017

4. Beds dedicated for youth should include beds for all members of a youth-headed household.
5. A new field **“Housing Type”** has been added that combines the Transitional Housing (TH) Unit Type field and the scattered site field from the address section of the HIC. In this field CoCs will indicate whether the project is:
  - Site-based – single site
  - Site-based – clustered / multiple sites
  - Tenant-based – scattered site



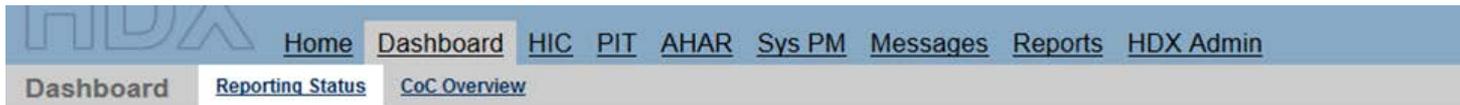
# Creating and Submitting 2017 HIC Data

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

1. Duplicating the previous year's HIC data already in HDX or importing HIC data exported from the CoC's HMIS;
2. Entering or updating and reviewing organization and project data;
3. Entering or updating and reviewing project inventory data;
4. Entering and reviewing PIT count data for each project inventory record; and
5. Submitting HIC data to HUD.

# Copying last year's HIC Data

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

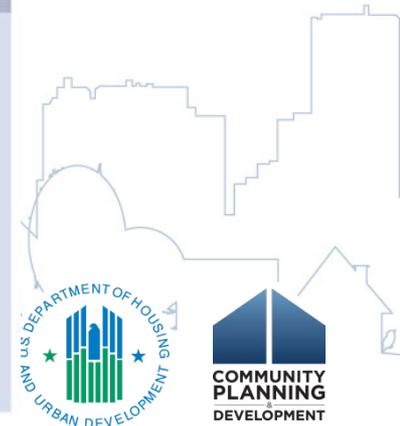


## Reporting Status for AA-101 - Test CoC 1

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

<b>Housing Inventory Counts</b> Status: <b>No 2017 Data</b>	Report Due: <b>5/1/2017</b> Errors: - Warnings: -
Date of Inventory Count: - Total Organizations: <b>0</b> Total Projects: <b>0</b> Total Year-Round Beds: - Total Sheltered PIT: - Utilization Rate: - Updated By: - Updated On: -	<a href="#">Copy data from 2016</a> <a href="#">View HIC</a>

<b>Point-in-Time Counts</b> Status:	Report Due: <b>5/1/2017</b> Errors: - Warnings: -
<b>Sheltered Populations (most recent count)</b> Date of Count: - Total Persons: - Total Households: -	
<b>Unsheltered Populations (most recent count)</b> Date of Count: - Total Persons: - Total Households: -	<a href="#">View PIT</a>



# Importing HIC Data from HMIS

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

The screenshot shows the HDX web application interface. At the top, there is a navigation menu with the following items: Home, Dashboard, HIC, PIT, AHAR, Sys PM, Messages, Reports, and HDX Admin. Below this, a secondary menu for 'Housing Inventory Counts (HIC)' includes: Organizations and Projects, Inventory List, Inventory Details, HIC Questions, Reporting Status, and Import Data. The 'Import Data' tab is highlighted with a red box. Below the navigation, the page title is 'Import Data to AA-101 - Test CoC 1'. The main content area has a sub-header with two tabs: 'Duplicate Previous Year' and 'Upload CSV Files', with the latter highlighted by a red box. Under the 'Upload CSV Files' tab, there is a form with the following fields and controls:

- Date of the Housing Inventory Counts:  [calendar icon]
- Organization File:  No file selected.
- Project File:  No file selected.
- Inventory File:  No file selected.
- Site File (optional):  No file selected.

At the bottom left of the form area, there is a blue 'Upload' button.



# Add or Edit Organization and Project Information

Add or edit Organization and Project Information from 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      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	<a href="#">Aguilla Foundation</a>	787	<a href="#">Cauldwell Family Center</a>	PH	080390	SMF		Yes		
60	<a href="#">Almost Home Inc.</a>	3440	<a href="#">Emergency Shelter</a>	RRH	089001	HC	DV	Yes	568 E BRIDGE ST	BRIGHTON
212	<a href="#">Alternatives to Family Violence</a>	12242	<a href="#">SafeHouse Emergency Shelter</a>	ES	089001	SMF+HC	DV	Yes		
473	<a href="#">Apple Valley Services</a>	2051	<a href="#">Youth III</a>	TH	080144	YMF	NA	No		
12624	<a href="#">Aurora Mental Health Center AMHC</a>	31669	<a href="#">GPD Aurora Veterans Home</a>	TH	080072	SM		No	1919 QUENTIN ST	AURORA



# Project Inventory Details

## 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		

**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

★ 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); Set Date 25

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

Inventory information about the project beds and units is entered on the Inventory Details tab



# Validation Warnings and Errors

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

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

HUD McKinney-Vento funded?

Yes  No

HUD: ESG – Emergency Shelter

HUD: ESG – Rapid Re-Housing

HUD: CoC – Safe Haven

Veterans

Youth



#### Validation Error

You indicated that this project receives McKinney-Vento funding. Please select at least one checkbox from the list of McKinney-Vento programs below.

Seasonal Beds



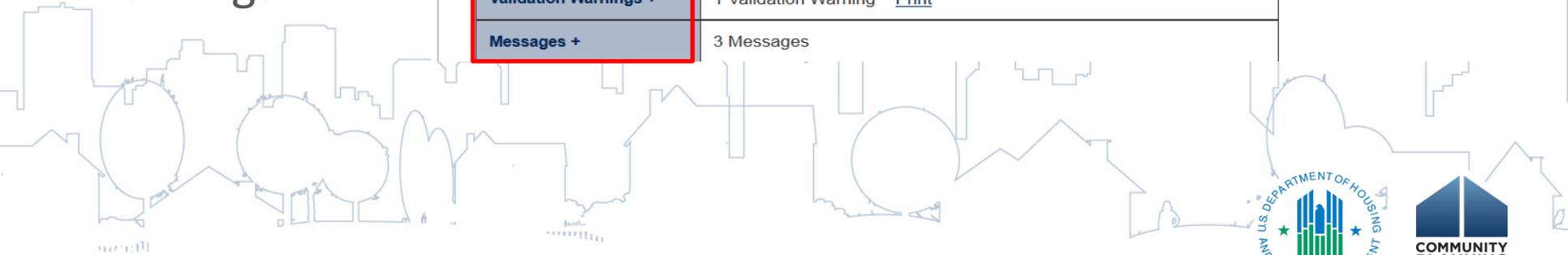
# Reporting Status Page

Use the Reporting Status tab to submit data, export reports, and view validation errors and warnings

## Reporting Status for AA-101 - Test CoC 1

Year: 2017

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



# Submitting HIC Data

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

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

The screenshot shows the HDX interface for reporting HIC data. The top navigation bar includes links for Home, Dashboard, HIC, PIT, AHAR, PULSE, Messages, Reports, and HDX Admin. Below this, a secondary toolbar contains links for Organizations and Projects, Inventory List, Inventory Details, HIC Questions, Reporting Status (selected), and Import Data. The main content area is titled 'Reporting Status for AA-102 - Test CoC 2'. It features a 'Year' dropdown menu set to 2016. Below the year, there is a status bar with the text 'Current Status' and 'In Progress - Please fix errors to submit'. A 'Submit Data' button is located to the right of the status bar and is highlighted with a red rectangular box.

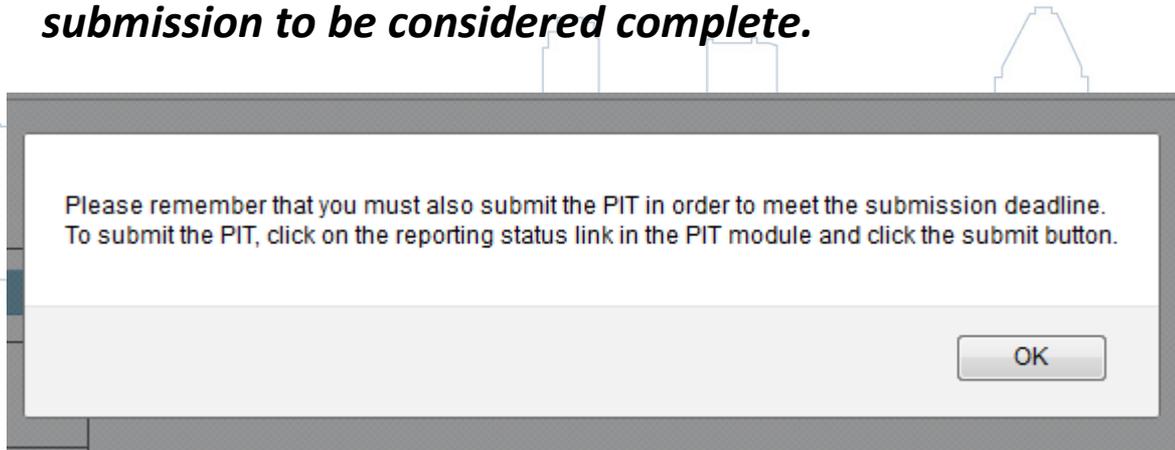


# Submitting HIC Data

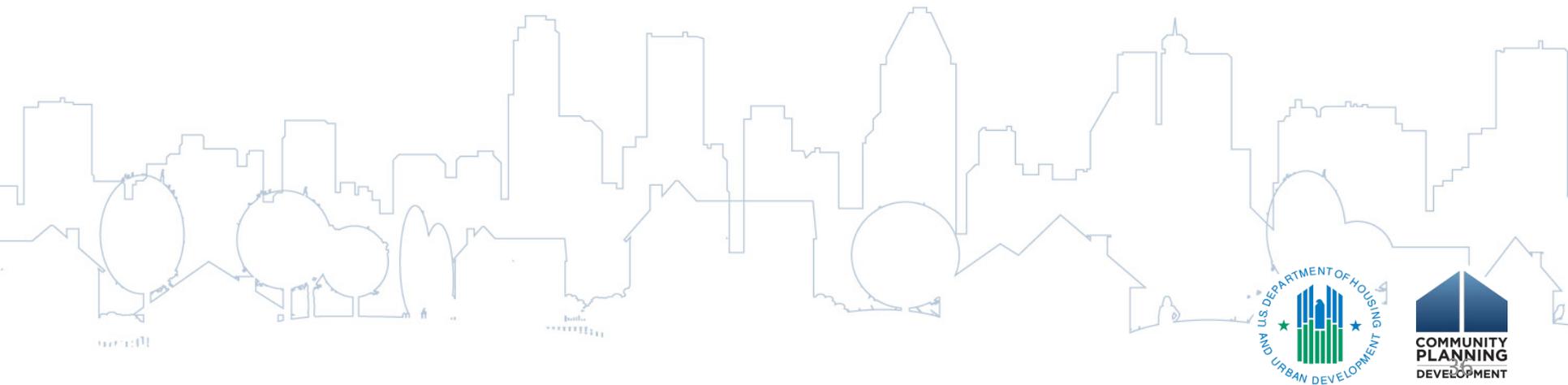
Once the CoC's HIC data are error-free, the *Submit Data* button in the top right corner of the table will be blue. Click it to submit the CoC's HIC data to HUD.



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



# Point-In-Time Count (PIT)



# PIT Count Guidance

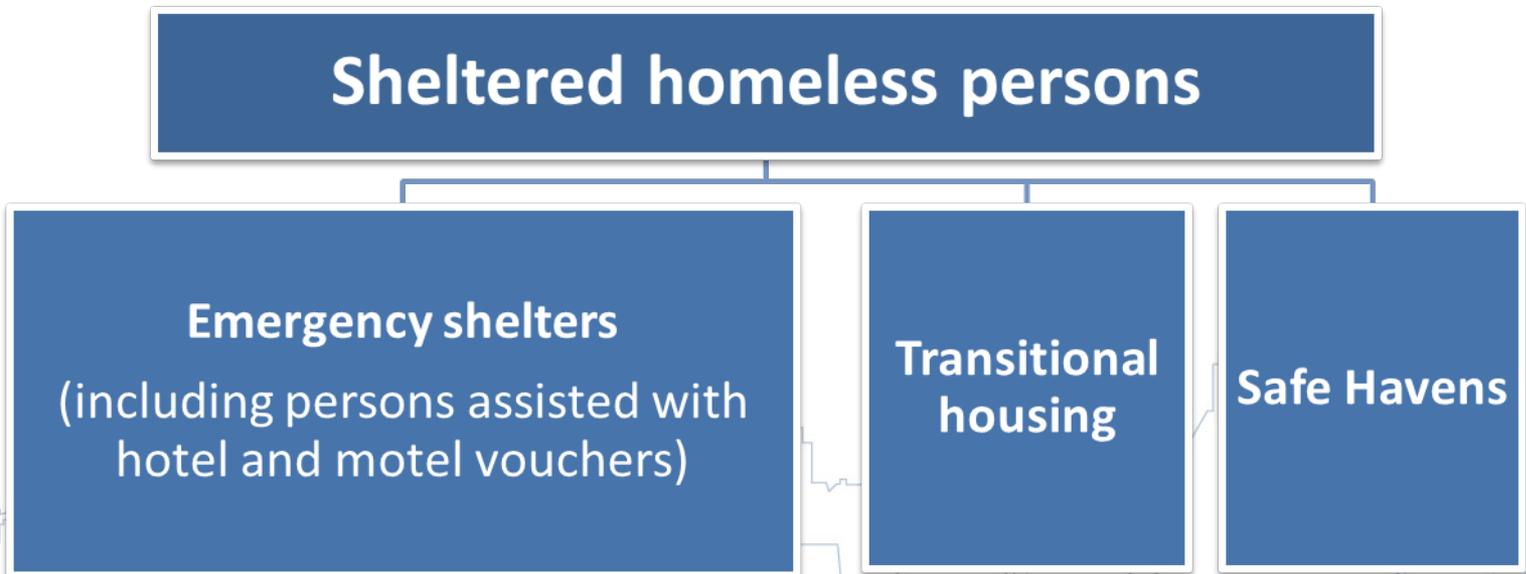
- CoCs are required to conduct PIT counts at least every other year, during last 10 days in January
- CoCs are required to conduct a sheltered and an unsheltered count in 2017
- Counts must be conducted in compliance with HUD standards and [PIT Count Methodology Guide](#)
- CoCs will be required to identify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

**CoCs are strongly encouraged to use HMIS to generate their sheltered count where possible**



# Sheltered PIT Count

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



# Unsheltered PIT Count

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

## Unsheltered homeless persons

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

# People to NOT Include in PIT Count

Do not include people residing:

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

# Changes to PIT Count for 2017

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

Gender (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Male	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Transgender	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Don't identify as male, female, or transgender	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

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



# Changes to PIT Count for 2017

- Persons experiencing chronic homelessness will now be reported by **Household Type**.
- HUD clarification: If one **adult or youth head** of a household qualifies as chronically homeless, than all persons in the household should be counted as chronically homeless.
  - ✓ This means that CoCs should count all persons in the household as chronically homeless and all beds on the HIC dedicated to these household members should be counted on the HIC.

# Accessing the PIT Count Module

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

- The PIT count module can be accessed from the Dashboard by clicking on the [View PIT](#) link in the bottom right corner of the *Point-in-Time Counts* box.

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: <b>In Progress</b>	Errors: 231 Warnings: 1	Status: <b>In Progress</b>	Errors: 14 Warnings: 8
Date of Inventory Count: <b>1/25/2017</b>		<b>Sheltered Populations (most recent count)</b>	
Total Organizations: <b>50</b>		Date of Count: <b>1/25/2017</b>	
Total Projects: <b>99</b>		Total Persons: <b>0</b>	
Total Year-Round Beds: <b>5776</b>		Total Households: <b>0</b>	
Total Sheltered PIT: <b>0</b>		<b>Unsheltered Populations (most recent count)</b>	
Utilization Rate: <b>0%</b>		Date of Count: <b>1/25/2017</b>	
Updated By: <b>Tracy D'Alanno</b>		Total Persons: <b>0</b>	
Updated On: <b>2/23/2017</b>		Total Households: <b>0</b>	
<a href="#">View HIC</a>		<a href="#">View PIT</a>	



# Accessing the PIT Count Module

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

Homelessness Data Exchange Now viewing data for: AA-103 - Test CoC 3

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

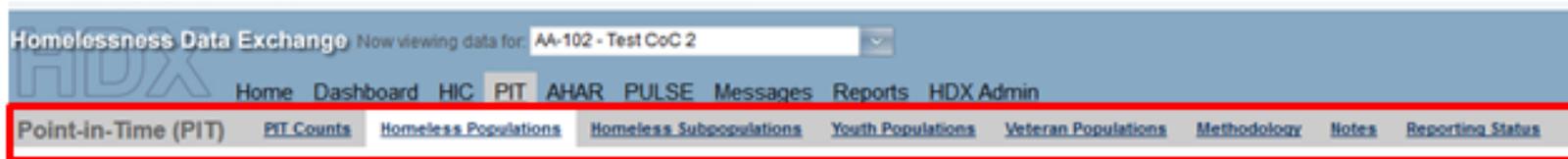
## Summary of PIT Counts for AA-103 - Test CoC 3

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

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

# Navigating the PIT Count Module

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



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

- **Homeless Populations** – Total number of persons and households counted in households with children, households without children, and households with only children, including demographic characteristics and chronically homeless status.
- **Additional Homeless Populations** – Number of people experiencing homelessness who have experienced serious mental illness, substance use disorders, HIV/AIDS, and domestic violence.
- **Youth Populations** – Total number of youth and youth households, including unaccompanied youth and parenting youth, and their demographic characteristics.
- **Veteran Populations** – Total number of veterans, veteran households, persons in veteran households, the demographic characteristics of veterans, and chronic status of veterans.
- **Methodology** – Reporting on the methodologies that were used to conduct the CoC's sheltered and unsheltered PIT counts.



# Entering Population Data

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

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

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

**Households without children** - This category includes single adults, adult couples with no children, and groups of adults.

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 Veterans and Unaccompanied Youth Ho

Date of PIT Count

Received HUD Waiver?  Yes  No  Not applicable

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

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

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



# PIT/HIC Count Tools, Guidance and Webinars

To view more detailed resources related to HIC/PIT counts, data collection, and reporting, visit the PIT and HIC Resources page on the HUD Exchange at

<https://www.hudexchange.info/programs/hdx/guides/pit-hic/#general-pit-guides-and-tools>

Resources and assistance to support HUD's community partners



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Home > Programs > HDX: Homelessness Data Exchange > HDX Guides, Tools, and Webinars > PIT and HIC Guides, Tools, and Webinars

## PIT and HIC Guides, Tools, and Webinars

The Point-in-Time (PIT) count is a count of sheltered and unsheltered homeless persons on a single night in January. HUD requires that Continuums of Care conduct an annual count of homeless persons who are sheltered in emergency shelter, transitional housing, and Safe Havens on a single night. Continuums of Care also must conduct a count of unsheltered homeless persons every other year (odd numbered years). Each count is planned, coordinated, and carried out locally. The Housing Inventory Count (HIC) is a point-in-time inventory of provider programs within a Continuum of Care that provide beds and units dedicated to serve persons who are homeless, categorized by five Program Types: Emergency Shelter; Transitional Housing; Rapid Re-housing; Safe Haven; and Permanent Supportive Housing.

Search for community data in HUD Population/Subpopulation reports and Housing Inventory Count reports.

Find By Topic

General PIT Guides and Tools  
Guidance and Data



# Questions



Submit Questions to HUD's Exchange's [Ask-a-Question](https://www.hudexchange.info/program-support/ask-a-question) at:  
<https://www.hudexchange.info/program-support/>

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