2023

Housing Inventory Count Survey Guide

CONTENTS

PURPOSE

This guide outlines what the Housing Inventory Count (HIC) is, what information is needed from agencies to complete the HIC, and how to fill out the HIC Inventory Survey.

The Housing Inventory Count (HIC) is an inventory of beds and units dedicated to serving people experiencing homelessness within a provider project in the Continuum of Care. There are five Project Types required to submit to HIC: Emergency Shelter, Transitional Housing, Rapid Rehousing, Safe Haven, and Permanent Supportive Housing. (hudexchange.info)

HIC information is collected based off the night of the Austin/Travis County Point-In-Time Count that takes place on January 27th, 2023.

When filling out the online survey information, please fill out your bed/unit inventory and all other survey fields with information pertaining specifically to the night of January 27th, 2023.

WHO NEEDS TO SUBMIT THE HIC?

Projects that have beds and units dedicated to serve individuals and/or families experiencing homelessness need to submit the HIC Survey This includes:

1. The project verifies homelessness status as part of its eligibility for entry
2. The actual project's clients are predominantly individuals experiencing homelessness

HUD Project Types included in the HIC include:

- Emergency Shelter (ES)
- Transitional Housing (TH)
- Safe Haven (SH)
- Joint Transitional Housing and Rapid Rehousing (J-TH/RRH)
- Permanent Housing (PH)
    - Permanent Supportive Housing (PSH)
    - Rapid Re-housing (RRH)
    - Other PH
        - PH – Housing with Services (no disability required)
        - PH – Housing Only

HOW TO ACCESS THE INVENTORY SURVEY

The link to the HIC Inventory Survey can be accessed by [clicking here](#).

QUESTIONS

If you encounter any issues while filling out this form or have questions pertaining to the HIC or HIC survey, please reach out to the HMIS team using our HMIS Helpdesk. You can access our Helpdesk by clicking [here](#).

SURVEY INSTRUCTIONS

Make sure that you complete a new survey for EACH separate project that your organization has, and that all information is filled out based on the date of January 27th, 2023. The HMIS team should have sent a list of required projects.

PART 1: CONTACT INFORMATION

Contact Information

First Name *

Last Name *

Email *

Phone *

This section collects important information regarding who we should contact for more information on this project.

Please input the name, email and phone number of the person filling out the HIC survey. This person will be the HMIS team's primary contact if we have any questions about the project.

PART 2: PROJECT INFORMATION

Organization/Agency *

Project Name *

Project HMIS (ServicePoint) ID Number *

This section collects information regarding your organization and project.

Enter the organization/agency name, project name, and the project HMIS ID number.

For more information, refer here.

PART 3: FUNDING INFORMATION

McKinney-Vento Funding Sources *

- [ ] Emergency Solutions Grant (ESG)
- [ ] Continuum of Care (CoC)
- [ ] Shelter Plus Care Program (S+C)
- [ ] Supportive Housing Program (SHP)
- [ ] Section 8 Moderate Rehabilitation Single Room Occupancy Program (SRO)-including grants formerly funded under McKinney-Vento but renewed under Section 8
- [ ] None of the above

Additional Federal Funding *

- [ ] 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: CRS Contract Residential Services
- [ ] VA: Community Contract Safe Haven Program (HCHV/SH)
- [ ] HHS: RHY Basic Center Programs (BCP)
- [ ] HHS: RHY Transitional Living Program (TLP)
- [ ] HHS: RHY Maternity Group Homes for Pregnant and Parenting Youth (MGH)
- [ ] HHS: RHY Demonstration Project
- [ ] HUD Housing Opportunities for Person 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

What is the funding source for this project?

[   ]

Please input the Grant ID, if applicable.

[   ]

Some projects receive McKinney-Vento Funding Sources. If your project does not receive McKinney-Vento Funding, please select "None of the Above" for this question.

Some projects receive funding in addition to or instead of the McKinney-Vento Funding sources listed in the previous question. If this project receives any funding other than McKinney-Vento, please select one of the following options. If the project does not receive any of these funding sources, please select "None of the above".

If your project does not receive any direct federal funding, you will be asked to input information on the project's funding source. If there is no Grant ID you may skip the

PART 4: PROJECT CHARACTERISTICS

Project Type *

- ☐ Emergency Shelter (ES)
- ☐ Transitional Housing (TH)
- ☐ Safe Haven (SH)
- ☐ Joint Transitional Housing and Rapid Rehousing (J-TH/RRH)
- ☐ PH-Permanent Supportive Housing (PSH)
- ☐ PH-Rapid Rehousing
- ☐ PH-Housing with Services (no disability required)
- ☐ PH-Housing Only

Is this project a victim service provider? *

- ☐ Yes
- ☐ No

Target Population *

| SM: Single Males 18 years old and over | ⌄ |

Housing Type ❓ *

| Site Based-Single Site | ⌄ |

Select which type of project this is as defined by HUD. Additional questions will appear based on the project type.

For more information on project type definitions, refer here.

This section lets you select whether the project is a victim's services provider. VSP projects are not allowed to host data in HMIS; if you have questions about this please reach out to the HMIS helpdesk.

For more information, refer here.

Projects can indicate a 'Target Population' if AT LEAST 75% of the clients served by the project fit the target group descriptor. Only one Target Population may be selected per project. If the project does not serve a Target Population, indicate N/A.

All projects must select a housing type; please select if the project houses or shelter all clients in a single location, multiple locations, or locations not owned by the project or agency.

Bed Type *

○ Beds (including cots or mats) located in a residential homeless assistance facility dedicated for use by persons who are homeless.

○ Beds located in a hotel or motel and made available by the homeless assistance project through vouchers or other forms of payment.

○ Beds located in a church or other facility not dedicated for use by persons who are homeless.

Bed and Unit Availability *

○ Year-Round Beds/Units: Year-round beds and units are available on a year-round basis.

○ Seasonal Beds: Seasonal beds 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 only the total number of seasonal beds available for occupancy on the night of the inventory count.

○ Overflow Beds: 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, identify only the total number of overflow beds that were occupied on the night of the inventory count.

Is this project's inventory only avaialble seasonally or for overflow capacity?
*

○ Seasonal
○ Overflow
○ Neither

Is this inventory currently avaiable? *

Yes, currently avaialble ⌄

These questions only need to be completed by Emergency Shelters; if you're project is an emergency shelter and you are not seeing these questions, please reach out to he helpdesk for assistance.

Please select what type of bed the shelter has for clients.

Emergency shelters are required to identify whether their beds are available all year round or ONLY on a seasonal/overflow basis.

This section lets you select if the beds are seasonal, overflow, or neither. Do not select these options unless ALL of the inventory falls into one of these categories.

PART 5: INVENTORY INFORMATION

This section is where you will input the number of beds and units for this project. For the purpose of the HIC, please review the following definitions when referring to a UNIT or a BED before inputting your responses.

Please input the total maximum number of beds and units that are available for clients.

IF YOUR PROJECT ONLY SERVES ONE TYPE OF HOUSEHOLD, PLEASE INPUT 0'S FOR ALL OTHER CATEGORIES.

Unit: A unit is intended to be separated living quarters. This could be a single room occupied as separate living quarters or an apartment.

Bed: A piece of furniture for sleep, typically a framework with a mattress intended for an individual to sleep in. An example of another type of bed would be a cot or mat.

Number of total SINGLE ADULTS beds ❓ *

Number of total CHILDREN ONLY beds ❓ *

Total number of FAMILY beds ❓ *

Number of total FAMILY units *

Number of UNITS available to families (adult(s) and at least one child or more

--VETERAN DEDICATED BEDS--

VA funded programs MUST report inventory.

Number of Veteran SINGLE ADULT beds *

[   ]

Number of Veteran FAMILY beds *

[   ]

--YOUTH DEDICATED BEDS--

RHY funded projects MUST report inventory.

Number of SINGLE YOUTH beds *

[   ]

Number of SINGLE YOUTH (CHILDREN ONLY) beds *

[   ]

Number of YOUTH FAMILY beds *

[   ]

--CHRONIC DEDICATED BEDS--

This is for PERMANENT SUPPORTIVE HOUSING programs ONLY.

Number of chronic SINGLE ADULTS beds *

[   ]

Number of chronic CHILDREN ONLY beds *

[   ]

Number of chronic FAMILY beds *

[   ]

Bed Dedication

Some projects have beds that are specifically dedicated to certain population types, such as Veterans, Youth, Chronic, or a combination of the three.

Using the TOTAL Beds reported, indicate which of these TOTAL beds are dedicated to the population type.

If no beds are dedicated to that population type, input "0" into the text box.

When you have verified that all information is correct, you can click that the information provided above is true and correct to the best of your knowledge. By clicking Submit on this page, it will submit your responses to the HMIS team.

Please double check that the inventory data you are submitting is from the night of 1/27/2023.

PROJECT TERMS GLOSSARY

HMIS ORGANIZATION ID

This ID will have been sent to you in the same email that you received the HIC Questionnaire. This is the ID that is assigned to the organization in HMIS, not the ID for the specific project.

HUD HMIS Data Standards Reference: [Data Element 2.01 Fields 1 and 2]

ORGANIZATION NAME

This must be the legal name of the organization that manages the housing or shelter project. If you are entering multiple projects, this will be the parent organization that oversees all the housing and shelter projects.

HUD HMIS Data Standards Reference: [Data Element 2.01 Fields 1 and 2]

HMIS PROJECT ID

This ID will be sent to you in the same email that you received the HIC Questionnaire. This is the ID for the specific housing shelter project that is being documented and it should be different from the Organization ID.

HUD HMIS Data Standards Reference: [Data Element 2.02 Fields 1 and 2]

PROJECT NAME

Enter the name of the project that provides housing or shelter. It should match the project name in HMIS exactly.

HUD HMIS Data Standards Reference: [Data Element 2.02 Fields 1 and 2]:

PROJECT TYPE

This will be the relevant project type for the housing project that is being documented. The options are listed below and the project type must fit into one of the below categories. (See above section "Who Needs to Submit the HIC" for project type descriptions.

HUD Project Types included in the HIC: HUD HMIS Data Standards Reference:
- Emergency Shelter (ES) - A project that offers temporary shelter (lodging) for the homeless in general or for specific populations of the homeless.
- Transitional Housing (TH) - A project that provides temporary lodging and is designed to facilitate the movement of homeless individuals and families into permanent housing within a specified period of time, but no longer than 24 months.
- Safe Haven (SH) - A project that offers supportive housing that (1) serves hard to reach homeless persons with severe mental illness who came from the streets and have been unwilling or unable to participate in supportive services; (2) provides 24-hour residence for eligible persons for an unspecified period; (3) has an overnight capacity limited to 25 or fewer persons; and (4) provides low demand services and referrals for the residents.
- Joint Transitional Housing and Rapid Rehousing (J-TH/RRH)

- Permanent Housing (PH)
  - Permanent Supportive Housing (PSH) (disability required for entry) - A project that offers permanent housing and supportive services to assist homeless persons with a disability (individuals with disabilities or families in which one adult or child has a disability) to live independently.
  - Rapid Re-housing (RRH) - A permanent housing project that provides housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.
  - PH – Housing with Services (no disability required) - A project that offers permanent housing and supportive services to assist homeless persons to live independently, but does not limit eligibility to individuations with disabilities or families in which one adult or child has a disability.
  - PH – Housing Only - A project that offers permanent housing for persons who are homeless, but does not make supportive services available as part of the project.

HUD HMIS Data Standards Reference: [Data Element 2.02 Field 6]

BED TYPE

(Emergency Shelter Only): The Bed Type describes the type of beds offered by emergency shelter projects according to the following mutually exclusive options. The Bed Type must be consistent with the Housing Type (i.e., a Facility-based emergency shelter project cannot have a Housing Type of "tenant based/scattered site").:

- **1) Facility-based:** Beds (including cots or mats) located in a residential homeless assistance facility dedicated for use by persons who are homeless.
- **2) Voucher:** Beds located in a hotel or motel and made available by the homeless assistance project through vouchers or other forms of payment.
- **3) Other:** Beds located in a church or other facility not dedicated for use by persons who are homeless.

HUD HMIS Data Standards Reference: [Data Element 2.07 Field 5]

HOUSING TYPE

Select the housing type that this project provides. The housing type options are listed below:

Housing Type	Description
1. Site-based/ single site	All clients are housed in a single project facility.
2. Site-based/ clustered- multiple sites	Clients are housed in project facilities that are scattered across multiple locations, but more than one client is housed in each project facility. The facility locations are owned, operated, or sponsored by the project.
3. Tenant-based/ scattered site	Clients have leases or occupancy agreements and are housed in residences that are not owned or managed by the project.

HUD HMIS Data Standards Reference: [Data Element 2.06 Field D]

TARGET POPULATION

The population served by 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. A single project is prohibited from having more than one Target Population. Information about project targeting for veterans, youth, and persons experiencing chronic homelessness should be collected at the bed level, per Bed and Unit Inventory data elements below:

Abbreviation	Description
DV	People who are Survivors of Domestic Violence
HIV	Persons living with HIV/AIDS
NA	Not Applicable

HUD HMIS Data Standards Reference: [Data Element 2.02 Field 8]

FUNDING SOURCE

Select the funding source for the housing/shelter project here, the options are listed below. If the project is funded by grants no listed below or private funding, you will select "Local/Other Funding Sources" and then you will be asked for the name or ID of the grant. All federal grant programs are listed in the drop down so if the project is federally funded you will only need to select the name of the federal program that funds this project.

Program	Funding Sources [Data Element 2.06]
Emergency Solutions Grants Program (ESG)	HUD: ESG – Emergency Shelter
	HUD: ESG – Rapid Re-Housing
	HUD: ESG-CV
Continuum of Care Program (CoC)	HUD: CoC – Safe Haven
	HUD: CoC – Transitional Housing
	HUD: CoC – Permanent Supportive Housing
	HUD: CoC – Rapid Re-Housing
	HUD: CoC – Single Room Occupancy
	HUD: CoC – Joint Component TH/RRH
	HUD: CoC – Youth Homeless Demonstration Program (YHDP) renewals
Youth Homeless Demonstration Program (YHDP)	HUD: YHDP

HUD: HUD/VA Supportive Housing (HUD/VASH)

VA: Supportive Services for Veteran Families Program (SSVF)

VA: Grant and Per Diem Program (GPD) – Bridge Housing

VA: Grant and Per Diem Program (GPD) – Low Demand

VA: Grant and Per Diem Program (GPD) – Hospital to Housing

VA: Grant and Per Diem Program (GPD) – Clinical Treatment

VA: Grant and Per Diem Program (GPD) – Service Intensive Transitional Housing

VA: Grant and Per Diem Program (GPD) – Transition in Place

VA: CRS Contract Residential Services (HCHV CRS: EH)

VA Community Contract Safe Haven Program (HCHV/SH)

HHS: RHY Basic Center Program (BCP)

HHS: RHY Transitional Living Program (TLP)

HHS: RHY Maternity Group Homes for Pregnant and Parenting Youth (MGH)

HHS: RHY Demonstration Project

HUD: Housing Opportunities for Persons With AIDS (HOPWA) shelter and housing programs. This includes the following HMIS data element 2.06 response options:

- HUD: HOPWA – Hotel/Motel Vouchers
- HUD: HOPWA – Permanent Housing Placement (facility based or TBRA)
- HUD: HOPWA – Short-Term Supportive Facility
- HUD: HOPWA – Transitional Housing (facility-based or TBRA)
- HUD: HOPWA – CV

HUD Public and Indian Housing (PIH) programs (non-VASH), including public housing and housing choice voucher inventory that is dedicated to homeless persons

HUD: PIH (Emergency Housing Voucher)

HUD: HOME

HUD: HOME (ARP)

Other

HUD HMIS Data Standards Reference: [Data Element 2.06]

LOCAL/OTHER FUNDING SOURCES

Projects that are funded by local grants or private funds will be asked for the grant name or ID and the grant cycle start dates. If the housing project is not federally funded, please select the "Local/Other Funding Source" option and provide the grant name/ID in the following questions.

HUD HMIS Data Standards Reference: [Data Element 2.06]

VICTIM SERVICES PROVIDER

Select whether this project is a Victim Services Provider or not. You will know if the project is a VSP if you are not allowed to host your data in the HMIS and are instead using a comparable data entry system. VSPs are exempt from entering address information; however, they are expected to enter a ZIP code. If this project is a VSP, you will be asked for the Zip code in the following question.

HUD HMIS Data Standards Reference: [Data Element 2.01 Field 3]

ADDRESS AND ZIP CODE

Geocode, Address, and ZIP Code fields should reflect the location of the project's principal site or, for multiple site projects, the location in which the majority of the project's clients are housed. If a site-based project has multiple sites, the CoC should enter the address for the site where most beds and units are located. Tenant-based scattered site projects are only required to complete the geocode and ZIP Code fields based on where the majority of the clients are housed and may use the administrative address if they wish to complete the remainder of the address fields. Victim Service Providers are only required to complete the geocode and ZIP Code fields.

HUD HMIS Data Standards Reference: [Data Element 2.03, Fields 2-7]

BED & UNIT INVENTORY TERMS GLOSSARY

This section is asking how many beds and how many units each project has. Beds are specifically how many active beds there are for projects to use or are using. Units are similar to apartments or rooms and we typically only collect unit information for family projects, not for projects with individuals. The number of Beds will always either be higher or equal to the number of units.

This section will be collecting the number of active beds and units in this project on the **night of January 27th, 2023**. The following questions are referring to the **TOTAL number of beds/units the project has**, not the number of clients housed. Beds refers to the literal number of active beds on the night of January 26th, 2022. Units refers to the number of rooms a project has and is typically in reference to family projects. Overall, the number of units will always be equal or less then the number of beds in a project.

You will first be asked what households are served by this project one at a time; then, you will be asked to enter in bed and unit inventories, dedicated bed inventories, and seasonal/overflow bed inventories for each household you select. The total bed inventory should equal the sum of the dedicated and non-dedicated beds.

INVENTORY START & END DATE:

Enter the date that the beds and/or units were first activated for clients, not the date the grant went into effect. This will be different from the grant cycle start date if the beds/units were not available when the grant started. If the project is continually ongoing and does not have a set end date, you may leave the end date blank.

DISASTER-RELATED BEDS

This only includes beds that were funded specifically because of a presidentially declared disaster. Do not select this option unless additional/federal funding was received to create more bed availability.

HOUSEHOLD TYPE

Enter the counts of bed inventory, unit inventory, and HMIS bed inventory (detailed below) based on beds for each of the following household types: HUD HMIS Data Standards Reference: [Data Element 2.07 Field 4]

- o **1) Households without children**: Beds and units typically serving households with adults only. This includes households composed of unaccompanied adults (including unaccompanied youth age 18-24) and multiple adults (including households with multiple youth ages 18 to 24). (Housing covered by the Fair Housing Act cannot deny admission to families with children.)
- o **2) Households with at least one adult and one child**: Beds and units typically serving households with (at least) one adult (including youth ages 18 to 24) and one child.
- o **3) Households with only children:** Beds and units typically serving households composed exclusively of persons under age 18, including one-child households, multi-child households or other household configurations composed only of children. For projects that have inventory designated for use by households with only children, care should be taken to ensure that this inventory is included in the HIC only in the category of households with only children, and not in the category for households with at least one adult and one child.

BED INVENTORY

The total number of beds available for occupancy on the night of the inventory count for each of the above-listed household types. For all of the relevant project types other than rapid re-housing, projects must include all of the dedicated homeless beds and unit inventory in the project for homeless persons on the date of the inventory count, whether beds are current or under development (separate records will be created for each inventory type), regardless of whether the project participates in HMIS or not (separate records will be created for each inventory type), regardless of whether the project receives HUD funding, and regardless of whether the bed was occupied. Projects need to remember that HIC beds can only be reported once, even if funding for the housing and services are from multiple sources that may be associated with different project types. For example, when SSVF funds are provided to pay for a crib or move-in costs for a household who is served in HUD-VASH, the inventory should only be reported in the HIC under the PSH inventory. For inventory that was active on the night of the PIT count, projects should report the total actual number of bed and unit inventory on that night in their HIC, even if it differs from the number projected in grant applications or calculated through some other approach to determining typical capacity. This applies to projects both with and without a fixed number of beds. If a project has a fixed number of units/vouchers, but not a fixed number of beds, projects should estimate the number of beds available on the night of the PIT count by multiplying the number of units by the average household size observed on the PIT night. For projects that serve multiple household types, but where a precise number of beds are not designated exclusively for a particular type of household, the total number of beds may be distributed among the household types served by the project using one of the methodologies described below. These same approaches can be used for determining the household type distribution among dedicated beds for youth, veterans, and people who are chronically homeless.

- o 1) Divide the beds based on how the bed(s) were used on the night of the count. If the facility is not at full capacity on the night of the count, then extrapolate the distribution based on the prorated distribution of those who are served on the night of the count.
- o 2) Divide the beds based on average utilization. For example, a project has 100 beds that could be used by either households with only children or households with at least one adult and one child. If one-half of the beds are used by persons in households with only children on an average night and the other half are used by persons in households with at least one adult and one child, then include 50 beds for households with only children, and 50 beds for households with at least one adult and one child in the HIC.
- o 3) Projects with a fixed number of units but no fixed number of beds can use a multiplier factor to estimate the number of beds (e.g., a program with 30 units and an average household size of 3 equals 90 beds for households with at least one adult and one child).

HUD HMIS Data Standards Reference: [Data Element 2.07 Field 14]

UNIT INVENTORY

The total number of units available for occupancy on the night of the inventory count for each of the above-listed household type. Projects that do not have a fixed number of units (e.g., a congregate shelter program) may record the bed inventory, the number of residential facilities operated by the program, or the number of rooms used for overnight accommodation.

HUD HMIS Data Standards Reference: [Data Element 2.07 Field 15]

DEDICATED BED INVENTORY

All beds that have been funded by HUD or another federal partner that are dedicated to one or more of the following subpopulations must be recorded in the appropriate category. A bed may be counted more than once across categories of dedicated beds (e.g., a project may have beds dedicated for persons who are both chronically homeless and a veteran). The number of beds for each subpopulation is a subset of the total bed inventory for a given project and must be equal to or less than the total bed inventory. A dedicated bed is a bed that must be filled by a person in the subpopulation category (or a member of their household) unless there are no persons from the subpopulation who qualify for the project located within the geographic area. Projects must report their inventory that is dedicated to veterans, youth, and people experiencing chronic homelessness by household type, instead of providing a single number of dedicated beds. None of the beds serving youth under 18 can be veteran beds. If a project dedicates its beds and units to veteran families, the CoC should count all of the beds in each unit, even those occupied by family members who are not veterans, as part of their veteran bed inventory. Projects must report all dedicated beds for veterans, youth, and people experiencing chronic homelessness, even if a person who does not match that subpopulation happens to occupy that bed on the night of the count.

- o **Permanent Supportive Housing Chronically Homeless Bed Inventory**: The number of PSH beds that are dedicated to house chronically homeless persons and their household members (if applicable) for each of the household types: households without children, households with at least one adult and one child, and households with only children. A dedicated bed is a bed that must be filled by a chronically homeless person (or a member of their household), which is a higher standard than simply prioritizing persons experiencing chronic homelessness for available beds. This category should be used for any beds that are dedicated to chronically homeless people without regard for their veteran status or age. Please click here for the definition of Chronic Homelessness.
- o **Veteran Bed Inventory**: The number of beds that are dedicated to house homeless veterans and their household members (if applicable) for households with at least one adult and one child and households without children. This category should be used for any beds that are dedicated to veterans without regard for their chronic homeless status or age.
- o **Youth Bed Inventory:** The number of beds that are dedicated to house homeless youth, including parenting youth and unaccompanied youth and their household members (if applicable) for households with at least one adult and one child and households without children (all inventory reported for households with only children are assumed to be youth beds). This category should be used for any beds that are dedicated to youth without regard for their chronic homelessness or veteran status.

HUD HMIS Data Standards Reference: [Data Element 2.07 Fields 7-13]

You will be asked to enter bed and unit inventory for each household type, including any dedicated, seasonal, and overflow beds. For example, if the project serves households with children and households without children, you will be asked to input bed and unit inventories for each category by household type, ie Seasonal beds for households with children, overflow beds for households with children, dedicated beds for households without children etc. The project may not have dedicated beds or seasonal/overflow beds but if the project does and the project serves multiple household types you will need to enter separate bed/unit counts for each household type.

SEASONAL & OVERFLOW AVAILABILITY

Detailed household-level bed and unit-inventory counts by household type must be provided as described above for all year-round emergency shelter beds and units. For emergency shelter beds that are provided on a seasonal basis (during a defined period of high demand) or on an ad hoc or temporary basis as demand indicates, Projects must enter a total count of such beds.

- o **1) Seasonal Beds:** Seasonal beds 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 only the total number of seasonal beds available for occupancy on the night of the inventory count and indicate the start and end date for the season.
- o **2) Overflow Beds:** 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, identify 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, Projects may instead report the number of overflow beds that were occupied on the night of the inventory count.

HUD HMIS Data Standards Reference: [Data Element 2.07 Field 6]

You will be asked to enter bed and unit inventory for each household type, including any dedicated, seasonal, and overflow beds. For example, if the project serves households with children and households without children, you will be asked to input bed and unit inventories for each category by household type, ie Seasonal beds for households with children, overflow beds for households with children, dedicated beds for households without children etc. The project may not have dedicated beds or seasonal/overflow beds but if the project does and the project serves multiple household types you will need to enter separate bed/unit counts for each household type.

RAPID RE-HOUSING

The bed/unit inventories for Rapid Re-Housing Projects are collected for a single point in time. You will need to include the number of available spots, which is the number of number of beds/units based on the maximum number of persons that can be housed on January 27th, 2023.

The HMIS team will use data from HMIS to determine the number of clients that were moved into housing through the project and report that number as the number of occupied spots for the HIC.

For more information, see HUD Guidance by clicking here or visiting the link belowhttps://files.hudexchange.info/resources/documents/Record-Report-RRH-Bed-Inventories.pdf