

ART Gallery Report 0629

Housing Inventory Count

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1. INTRODUCTION:

This report extracts the bed inventory data and prepares it for entry into the Homeless Data Exchange HUD's HDX website. This report relies on the inventory start/end dates to determine the Inventory Type: Current Inventory (C); New Inventory (N); Under Development (U). This is a point-in-time report that takes a snapshot of the bed inventory connected with the January Homeless PIT count. HUD guidance for this report can be found on the link below.

<https://www.hudexchange.info/resources/documents/Notice-CPD-14-014-2015-HIC-PIT-Data-Collection-Notice.pdf>

The primary audience of this report includes system administrators and Continuum of Care representatives in charge of submitting annual Housing Inventory Count Information to HUD.

The report has been designed as a single-use report to aid in the preparation of the HUD Housing Inventory Count. The report can be run as needed as implementations enter and review bed inventory data. The report's purpose is to satisfy the HUD's baseline requirement of generating the annual HUD Inventory Count utilizing bed inventory data input for the bed providers. It can also be used to view current bed inventory by replacing the dates in the prompts with the current date.

Note: According to HUD's guidance, not all data for the 2015 HIC can be captured using HMIS. Information contained in HMIS is meant to be used as a baseline for HIC data in 2015.

Prerequisites and workflow requirements: This report requires that the HUD Data Standards section of the Provider Profile is filled in for each provider of Emergency Shelter, Transitional Housing, Save Haven, Permanent Housing (other), Permanent Supportive Housing and Rapid Rehousing. This should include all bed and unit inventory information for all housing projects with beds dedicated to serving homeless persons for these specified project type codes regardless of funding.

Include projects where:

- The primary intent of the project is to serve homeless clients
- The project verifies homeless status as part of its eligibility determination
- Actual project clients are predominantly homeless (or for permanent housing were homeless at entry)

Compatibility and system requirements: This report requires ServicePoint 5.11x and ART 3x.

2. REPORT INSTRUCTIONS AND PROMPTS:

The easiest way to start using this report is to navigate to the automapper. This is a folder that has the reports automatically mapped to your site, so that you don't have to map them yourself. You can navigate to the automapper as shown in Figure 2.1 below:

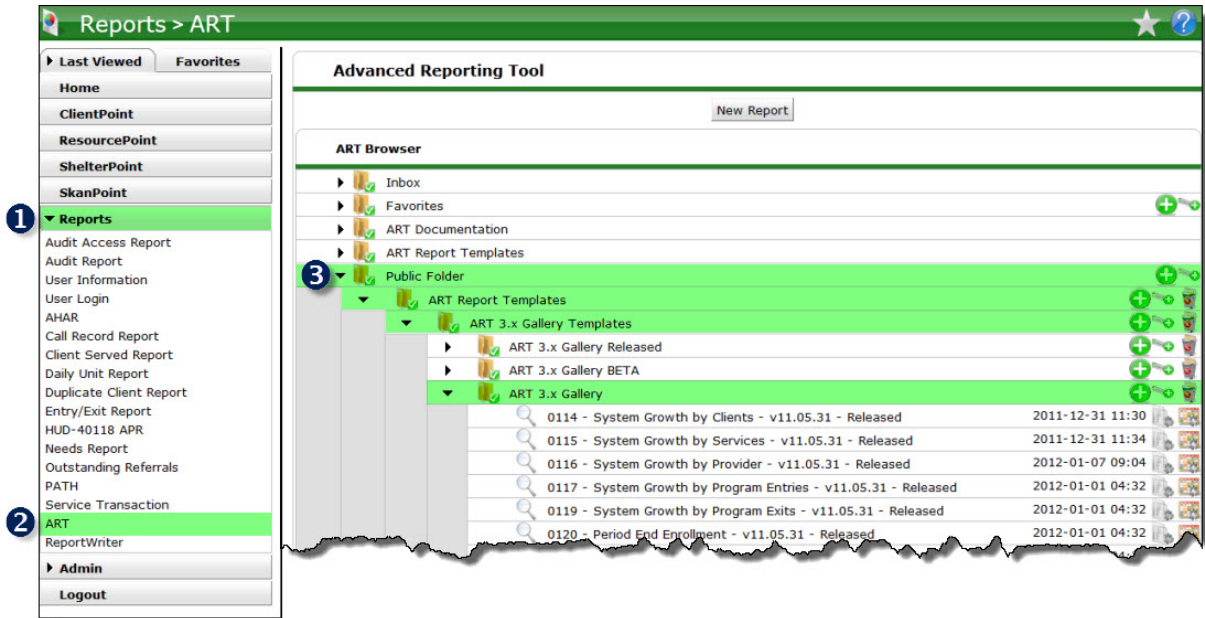


Figure 2.1

Requests for additional information concerning the report function/design should be directed to Bowman Systems' Customer Support Specialist (CSS) staff.

How to run: Upon opening the report, the User will be prompted (see Figure 2.2) to specify parameters/Exit which control the data returned by the report. Once the User has provided these parameters by responding to the user prompts, a green check-mark will appear next to each field to indicate that a selection has been made. The User should then single-click the "Refresh Data" button to generate the report.

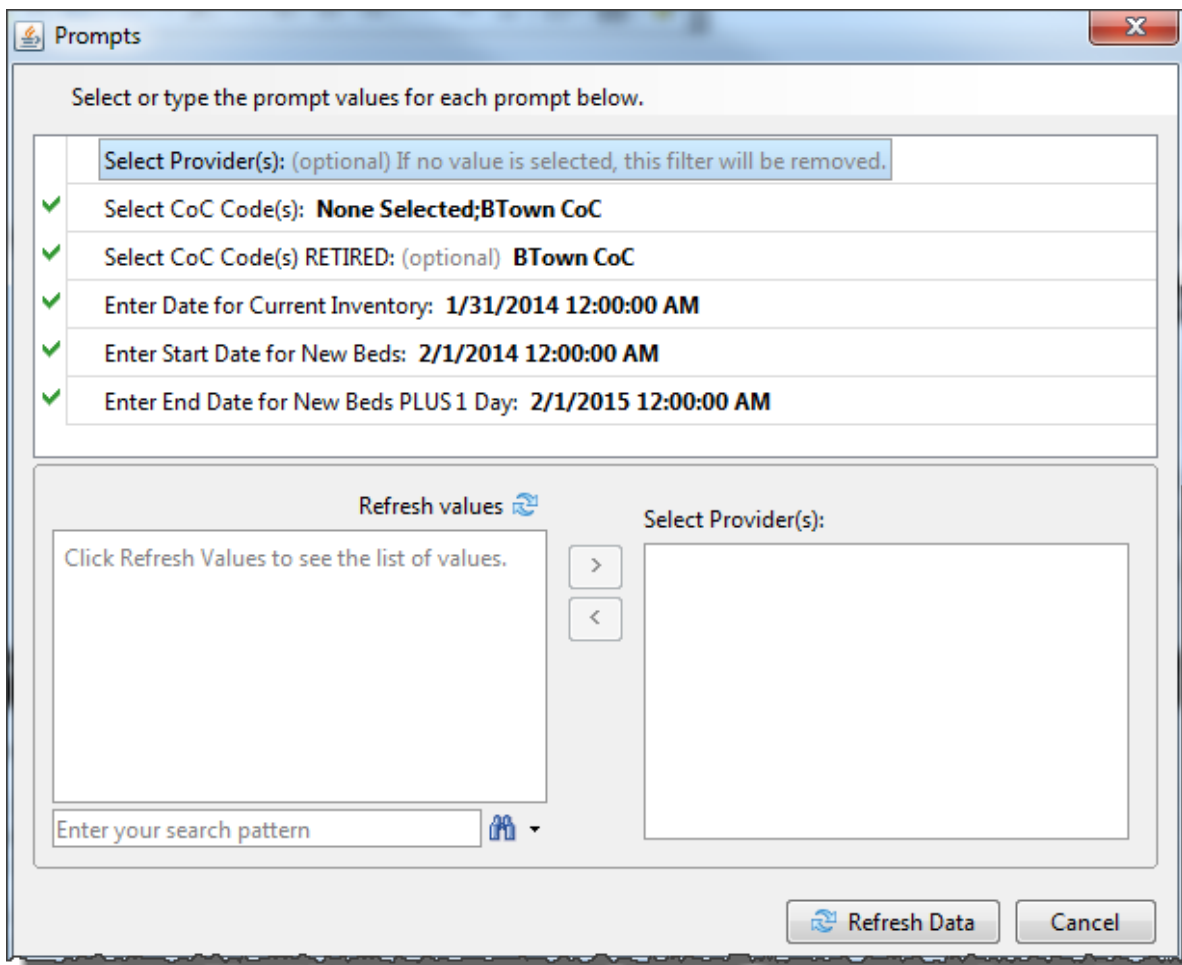


Figure 2.2

The user prompts contained in this report are:

1. **Select Provider(s):** The user should select from the list the needed provider codes for the report.
2. **Select CoC Code(s):** This field uses the new HUD CoC Code Sub-Assessment. The user should leave the prompt at “None Selected” if not in use for report. Otherwise, the user should select from the list the needed Continuum of Care (CoC) codes for the report.
3. **Select CoC Code(s) RETIRED:** This prompt is optional. If desired, the user should select from the list the needed CoC codes (RETIRED) for the report.
4. **Enter Date for Current Inventory:** This is the date designated by HUD as the Current Inventory Start date. The report is set to default to the date for the 2015 HIC Report.
5. **Enter Start Date for New Beds:** This is the date designated by HUD as the Start Date for New Beds. The report is set to default to the date for the 2015 HIC Report.
6. **Enter End Date for New Beds PLUS 1 Day:** This is the date designated by HUD as the End Date for New Beds (plus 1 day). The report is set to default to the date for the 2015 HIC Report.

- **Inventory Type:** This column displays a C for Current, N for New or U for Under Development based on the Bed Inventory Inventory Start Date.
 - **Current Beds (C)** – Beds or vouchers that were available for occupancy on or before January 31, 2014
 - **New Beds (N)** – Beds or vouchers that became available for occupancy between February 1, 2014 and January 31, 2015.
 - **Under Development (U)** – Beds that were fully funded but not available for occupancy as of January 31, 2015.
- **If U, beds avail by 1/31/16:** This column displays a Y or N based on the date indicated for the Bed Inventory Inventory Start Date. A Y will appear if the date is before 1/31/16 and an N will appear if the date is after that date.
- **MckV Funded:** This column displays a Y or N value for this question. McKinney Vento funded projects include ESG, S+C, SRO and CoC (SHP) funded projects.
- **Target Population A:** Use of this field is optional in 2015. This column displays the Target Population A for the project. A key is provided on each Tab for the different types. More than one row will appear per provider if there are multiple lists with different Target Populations identified. It is possible for different inventory records to each have a different Target Population A identified and this will cause more than one row to appear on the report. These should be checked for data quality and if no data quality error is found, the records will have to be manually merged for entry into the HDX.
- **Target Population B:** This column displays the Target Population for the project. The report query will first look to the new Target Population field and if null will include the value found in Target Population B. A key is provided on each Tab for the different types. More than one row will appear per provider if there are multiple lists with different Target Populations identified (see Technical Note #7).
- **Start Date Inventory:** This column displays the Bed and Unit Inventory Start Date.
- **Start Date HMIS:** This column displays the HMIS Participation Start Date.
- **Households with Children Bed Inventory:** This column displays the number of beds input in the HUD Standards section for Households with Children. This type is used for households where there is at least one adult and one child.
- **Households with Children Unit Inventory:** This column displays the number of units input in the HUD Standards section for Households with Children.
- **Households with Children HMIS Beds:** This column displays the number of beds covered in the HMIS for Households with Children. The HMIS Start Date must be during the timeframe specified in the prompts for Current and New beds. Beds that are considered “Under Development (U)” should not have an HMIS Start Date.
- **Households without Children Bed Inventory:** This column displays the number of beds input in the HUD Standards section for Households without Children. This type is used for households where there are either unaccompanied adults or multiple adults.
- **Households without Children HMIS Beds:** This column displays the number of beds covered in the HMIS for Households without Children. The HMIS Start Date must be during the timeframe specified in the prompts for Current and New beds. Beds that are considered “Under Development (U)” should not have an HMIS Start Date.

- **Households with Only Children Bed Inventory:** This column displays the number of beds input in the HUD Standards section for Households with Only Children. This type is used for households comprised exclusively of persons under the age of 18.
- **Households with Only Children Unit Inventory:** This column displays the number of units input in the HUD Standards section for Households with Only Children.
- **Households with Only Children HMIS Beds:** This column displays the number of beds covered in the HMIS for Households with Only Children. The HMIS Start Date must be during the timeframe specified in the prompts for Current and New beds. Beds considered “Under Development (U)” should not have an HMIS Start Date.
- **Seasonal Beds Bed Inventory:** This column displays the number of Seasonal Beds input in the HUD Standards section. Seasonal beds are for Emergency Shelter Projects only.
- **Seasonal Beds HMIS Beds:** This column displays the number of Seasonal Beds covered in the HMIS.
- **Seasonal Beds Start Date:** This column displays the Seasonal Beds Start Date. Provide an estimate if the exact date is unknown.
- **Seasonal Beds End Date:** This column displays the Seasonal Beds End Date. Provide an estimate if the exact date is unknown.
- **Overflow Beds Bed Inventory:** This column displays the number of Overflow Beds available. Overflow Beds are for Emergency Shelter Projects only.
- **Overflow Beds HMIS Beds:** This column displays the number of Overflow Beds covered in the HMIS.
- **CH Beds:** This column displays the number of Chronically Homeless beds as input in the HMIS Standards section. Only targeted CH beds should be included. Chronically Homeless beds are for Permanent Supportive Housing Projects only.
- **Vet Beds:** This column displays the number of beds dedicated to Veterans as input in the HMIS Standards section.
- **Youth Bed Inventory:** This column displays the total number of beds dedicated to youth in the HMIS Standards section.
- **Youth Beds Under 18:** This column displays the total number of beds dedicated to youth under 18 in the HMIS Standards section.
- **Youth Beds 18-24:** This column displays the total number of beds dedicated to youth ages 18-24 in the HMIS Standards section.
- **Youth Beds Under 24:** This column displays the total number of beds dedicated to youth under 24 in the HMIS Standards section.

Total Year-Round Beds - Household without Children	
1. Current Year-Round Emergency Shelter (ES) Beds for Households without Children	398
1A. Number of DV Year-Round ES Beds for Households without Children	0
1B. Subtotal, non-DV Year-Round ES Beds for Households without Children	398
2. New Year-Round ES Beds for Households without Children	50
3. Under Development Year-Round ES Beds for Households without Children	0
4. Total Year Round ES HMIS Beds for Households without Children	395
5. HMIS Bed Coverage: ES Beds for Households without Children	88%

Figure 3.1b

Note: There are separate tables for Households without Children, Households with Children and Households with Only Children. Calculations in each table are the same and are provided as a aid to HIC preparation. The HDX will auto-calculate these values when inputting the data for HUD.

Column Explanations:

- **Current Year-Round Beds:** This cell totals all of the beds marked Year-Round.
- **Number of DV Year-Round Beds:** This cell totals up all of the beds where the Target Population A is marked Domestic Violence.
- **Subtotal, non-DV Year-Round Beds:** This cell displays the difference between the Current Year-Round Beds and the Number of DV Year-Round Beds.
- **New Year-Round Beds:** This cell totals the number of beds designated as New (based on the dates in the prompts).
- **Under Development Year-Round Beds:** This cell totals the number of beds designated as Underdevelopment (based on the dates in the prompts).
- **Total Year-Round HMIS Beds:** This cell calculates the total beds covered in HMIS. It includes both New and Current beds. The beds will only count if a valid HMIS Participation Start Date is entered. If this field is left blank or has a date outside the range the total beds will not match up correctly.
- **HMIS Bed Coverage:** This calculates the percentage of beds that is covered in the HMIS. It does not include DV beds or Under Development beds.

4. INPUT CONTROLS:

4.1. There are no input controls in this report.

5. ALERTERS:

5.1. Alerters contained throughout:

- a) Tabs A through F: Projects with a bed inventory that does not have an Inventory Start Date listed in the HUD Standards section will be displayed on the appropriate tab in red. These projects are listed on the appropriate tab but are not included in the HMIS bed coverage rate. A start date must be added to each project missing the Inventory Start Date to ensure proper HMIS bed coverage calculations.
- b) Tabs A through G: Projects with more than one Bed Type, Target Population A or Target Population B will be highlighted in yellow. These are provided as reference to allow the user to review the selections and determine whether the information is entered correctly. If correct, data will need to be aggregated prior to HDX entry. If not correct, once an edit is completed, the information for the multiple rows will combine. Per HUD guidance, each project can have only one Target Population identified (see Technical Note #7).
- c) Tab H: Projects identified on Tab F Bedlist DQ are highlighted in red on this tab.

6. TECHNICAL NOTES:

6.1. How the data are pulled:

This report utilizes 2 separate queries, BISData and Address, in the resource_point_u.

6.2. Technical notes:

1. This report pulls in bed inventory information that fits the date parameters for the 2015 Housing Inventory Count. The inventory type information contained in this report relies on the inventory start date for each inventory grouping: "C" (current inventory) represent beds that were available for occupancy on or before 1/31/2014; "N" (new inventory) are beds that were available for occupancy between 2/1/2014 and 1/31/2015; "U" (under development) are beds with availability after 1/31/2015.
2. This report pulls in bed inventory records that have CoC Code's that match those selected in the prompt list (either new or RETIRED). If the CoC code is blank for a project it will not show up in the prompt list and it will not appear on the report.
3. The ART report on Tabs A through F will only show provider bed inventory records that have the following project types respectively – "Emergency Shelter (HUD)"; "Transitional housing (HUD)"; "Safe Haven (HUD)"; "PH – Housing with services (no disability required for entry) (HUD)"; "PH – Housing Only (HUD)"; "PH - Permanent supportive housing (disability required for entry) (HUD)"; and "PH- Rapid Re-housing (HUD)." Inventory records that are missing the Bed and Unit Inventory Inventory Start Date will be highlighted in red. The Bed and Unit Inventory Inventory Start Date must be added to ensure that the bed is properly categorized and the C, N or D value is displayed.

4. Bed inventory records missing the project type information or that have a pick list value other than those mentioned above will not appear on Tabs A through F but will appear on on Tab G. This Tab is provided to assist users in identifying provider records with that contain a bed list but have erroneous project type information.
5. Bed inventory records with an end date that is prior to the Under Development date will not be included in the report.
6. Tab A pulls multiple records for emergency shelters, voucher beds, overflow beds, and seasonal beds. Since each record can have its own target population the “Target Population A” column will show the information found in each of the above records. In some cases this information it will be the same and others different. Therefore, this information should be checked for duplicates and is highlighted in yellow for ease of checking.
7. Each project can have only one Target Population (formerly B) per HUD guidance, “A population is considered a ‘target population’ if the project is designed to serve that population and at least three-fourths of the clients served by the project fit the target group description. Selection of two of the Target Population picklist items or selection of one of the Target Population picklist items and n/a constitutes selection of more than one Target Population and is not allowable under HUD standards.

6.3. Modification options:

Modification of this report is generally not recommended as it was created to meet the guidelines set forth by HUD to create the required 2015 Housing Inventory Count.

7. MAPPING OBJECTS:

A listing of the report objects and their source universe and source folder is provided below.

QUERY NAME	OBJECT TYPE	FIELD NAME	LOCATION
BISData: resource_ point_u	Result Objects:	Provider	Provider Folder
		HUD Standards Information Project Type Code	Provider / HUD Standards Information Folder
		Provider Parent Provider	Provider Folder
		HUD Standards Information HUD Organization ID	Provider / HUD Standards Information Folder
		HUD Standards Information Geocode	Provider / HUD Standards Information Folder
		HUD Standards Information COC Code	Provider / HUD Standards Information / Bed and Unit Inventory Folder
		HUD Standards Information Target Population	Provider / HUD Standards Information Folder
		Bed and Unit Inventory Unit Inventory	Provider / HUD Standards Information /Bed and Unit Inventory Folder
		Bed and Unit Inventory Target Population A	Provider / HUD Standards Information /Bed and Unit Inventory Folder
		Bed and Unit Inventory Target Population B	Provider / HUD Standards Information /Bed and Unit Inventory Folder
		Bed and Unit Inventory Inventory Start Date	Provider / HUD Standards Information /Bed and Unit Inventory Folder
		Bed and Unit Inventory HMIS Participation End Date	Provider / HUD Standards Information /Bed and Unit Inventory Folder
		Bed and Unit Inventory Household Type	Provider / HUD Standards Information /Bed and Unit Inventory Folder
		Bed and Unit Inventory HMIS Participation Start Date	Provider / HUD Standards Information /Bed and Unit Inventory Folder
		Bed and Unit Inventory HMIS Participation End Date	Provider / HUD Standards Information /Bed and Unit Inventory Folder
		Bed and Unit Inventory HMIS Participating Beds	Provider / HUD Standards Information /Bed and Unit Inventory Folder
		Bed and Unit Inventory Chronic Homeless Bed Inventory	Provider / HUD Standards Information /Bed and Unit Inventory Folder
		Bed and Unit Inventory Bed Type	Provider / HUD Standards Information /Bed and Unit Inventory Folder
		Bed and Unit Inventory Bed Inventory	Provider / HUD Standards Information /Bed and Unit Inventory Folder
		Bed and Unit Inventory Availability	Provider / HUD Standards Information /Bed and Unit Inventory Folder
		Bed and Unit Inventory McKinney Vento Funding	Provider / HUD Standards Information /Bed and Unit Inventory Folder
			Bed and Unit Inventory Veteran Bed Inventory
	Bed and Unit Inventory Youth Bed Inventory	Provider / HUD Standards Information /Bed and Unit Inventory Folder	
	Bed and Unit Inventory Youth Beds under 18	Provider / HUD Standards Information /Bed and Unit Inventory Folder	

		Bed and Unit Inventory Youth Beds 18 to 24	Provider / HUD Standards Information /Bed and Unit Inventory Folder
		Bed and Unit Inventory Youth Beds under 24	Provider / HUD Standards Information /Bed and Unit Inventory Folder
	Query Filters	CoC Code	Provider / CoC Code
		CoC Code Start Date	Provider / CoC Code
		CoC Code End Date	Provider / CoC Code
Address: resource_ point_u Universe	Result Objects:	Provider	Provider Folder
		Address Provider Address Id	Provider / Contact Information / Address Folder
		Address Line1	Provider / Contact Information / Address Folder
		Address Line 2	Provider / Contact Information / Address Folder
		Address City	Provider / Contact Information / Address Folder
		Address Province	Provider / Contact Information / Address Folder
		Address Postal Code	Provider / Contact Information / Address Folder
		Address is Primary Address	Provider / Contact Information / Address Folder
		Address Type	Provider / Contact Information / Address Folder
		CoC Code	Provider / CoC Code
		CoC Code Start Date	Provider / CoC Code
		CoC Code End Date	Provider / CoC Code

8. REVISIONS:

Version	Description of Changes
V1	Original version –BETA
V2	Updated to comply with 2012 standards.
V3	Updated to comply with 2013 standards which included removing HPRP and adding RRH, addition of Households with Only Children, designation of bed type for only ES projects. Also uses Resource Universe in query redesign for efficiency. Removed hard-coded dates and made the dates for Current and New Bed Inventory into prompts; altered query structure to two queries; added alerter for bed inventories with missing start dates, added Mc-Kinney Vento Funded column.
V4	Updated Inventory Type variable to exclude beds where the bed inventory date (and HMIS inventory date) has an end date that is prior to the Under Development date selected in the prompts.
V5	Updated Alerters to add Alerter for selection of more than one Target Population B per project. Updated manual to reflect this change and include HUD standards information. Updated manual to reflect that inventory rows with more than a single Target Population B indicated will have to manually be merged for entry into the HDX.
V6	Update to comply with 2014 standards: Added PH as a project type code; adjusted alerters for Bed Type, Target Pops A and B; added language to Bedlist DQ to explain error types; added alerter to Additional Info tab to highlight in Red projects with inappropriate Project Type Codes; edit to manual regarding End Date + one day.
V7	Revision: Added DV filter to HMIS participating beds. Added End Date filter to New Beds.
V8	Revision: Updated PL values for Project type code and Household type; report functional pre/post 5.11.x upgrade. NOTE: Does not include elements found in the 2014 Data Dictionary.
V9	Revision: Updated to 2015 HIC requirements, updated project types, updated to include new dedicated beds, updated address query for providers, updated CoC Code prompts.
V10	Revision: Tabs D / E- Added CH Calculation to table.