

Instructions for Using HUD's Electronic Housing Inventory Chart (e-HIC)

The electronic Housing Inventory Chart, or e-HIC, uses Microsoft Office Excel to tabulate the bed inventory information and streamline the reporting requirements. The e-HIC contains seven (7) worksheets or tabs located along the bottom of the screen:

1. **Emergency Shelter:** Report bed inventory information about emergency shelters in this tab.
2. **Transitional Housing:** Report bed inventory information about transitional housing programs in this tab.
3. **Permanent Housing:** Report bed inventory information about permanent supportive housing programs in this tab.
4. **Safe Haven:** A Safe Haven is a form of supportive housing funded and administered under the Supportive Housing Program and serves hard-to-reach homeless persons with severe mental illness who are on the streets and have been unwilling or unable to participate in supportive services. In the past, Safe Havens were classified as either Transitional Housing (SH-TH) or Permanent Housing (SH-PH). Beginning in 2008, Safe Havens will no longer be classified as Transitional Housing or Permanent Housing. Instead, each project that is currently designated as either a SH-TH or SH-PH will identify itself as TH, PH, or SH project. Grantees will have an opportunity through the 2008 NOFA to change the classification of their project(s) without a grant amendment.

Accordingly, the 2008 Housing Inventory Chart includes a tab for Safe Havens as a separate housing type. Communities must report bed inventory information about any projects that have been identified as Safe Havens in this tab. Please review the requirements in the 2008 NOFA for Safe Haven projects.

5. **Unmet Need:** Record information about unmet need in this tab.
6. **PIT Data Entry:** Report information about the January Point-in-Time (PIT) count in this tab.
7. **HMIS Bed Utilization Rates:** Bed utilization rates will be calculated automatically in this tab based on the community's bed inventory and PIT count.

The e-HIC is color coded to ease the reporting process:

 Cells shaded in green describe the reporting requirement. No data entry is required.

 Cells shaded in yellow indicate places where data must be entered.

 Cells shaded in gray contain information that is generated automatically. No data entry is required.

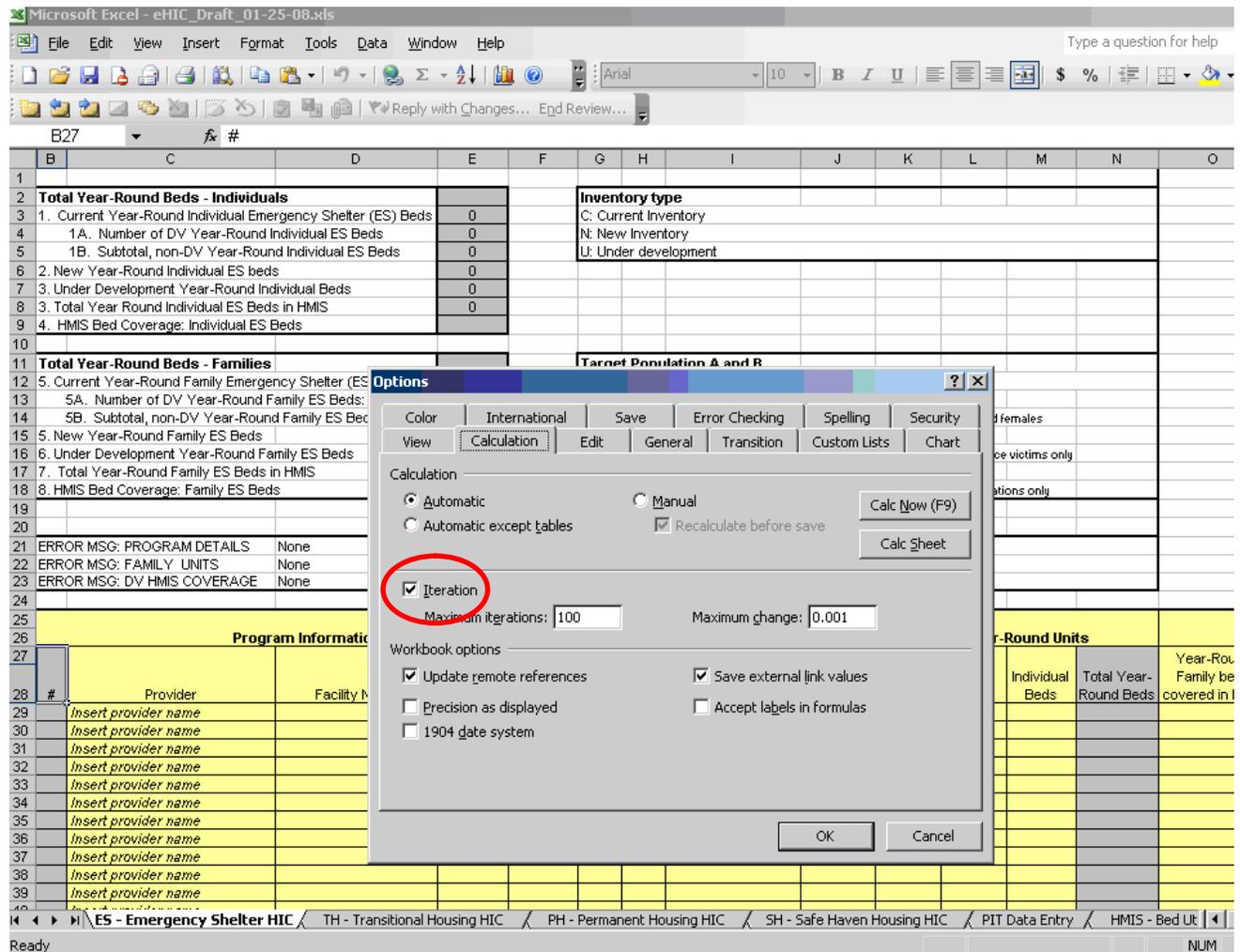
Before using the e-HIC, users must change a default setting in Excel as follows:



1. In the menu bar, click on "Tools" and go to the "Options" menu.
2. Click on the "Calculation" tab in the Options menu.
3. Turn the "Iteration" function ON by checking the iteration box. The default values for maximum (100) and minimum (0.001) iterations are correct. See Figure 1 below.

Communities that have Microsoft Excel 2007 should click the "Microsoft Office Button," click "Excel Options," and then click the "Formulas" category. In the "Calculation options" section, select the "Enable iterative calculation" check box.

Figure 1: Excel screen-shot for turning on the Iteration function in Excel.



1. Completing the Bed Inventory (Worksheets 1-4)

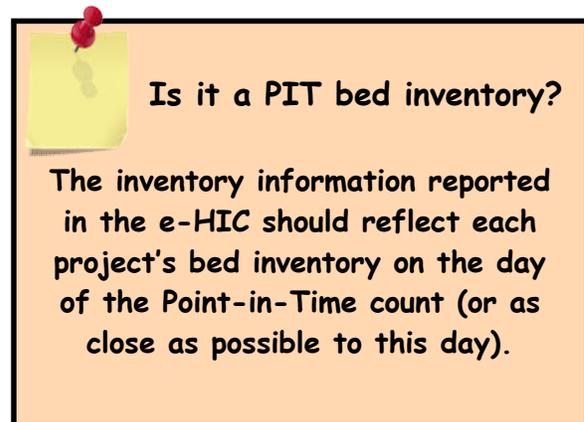
You must complete all of the columns in the e-HIC for all projects in your Continuum of Care, with the following exceptions:

- (1) Projects that do not target specific subpopulations—i.e., victims of domestic violence, persons with HIV, or veterans—may leave the Target Population B column blank; and
- (2) Projects that serve victims of domestic violence should not enter any beds into the HMIS bed columns.

CoCs should not copy and paste old information from previous HICs into the e-HIC, rather, HUD expects CoCs to update their inventories for 2008. HMIS bed coverage rates are calculated automatically along the top of each bed inventory worksheet. The HMIS bed coverage rates exclude beds in projects serving victims of domestic violence.

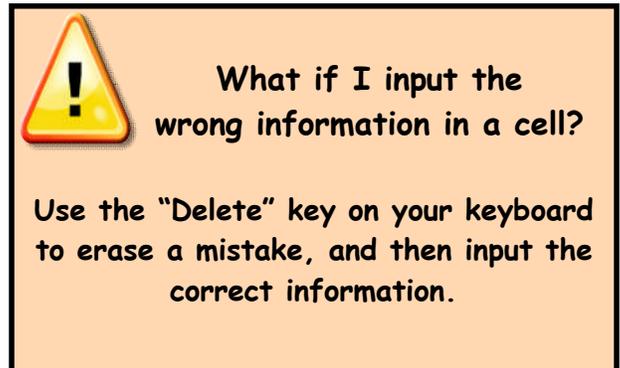
Instructions for completing Worksheets 1 – 4:

1. **Provider:** Enter the name of the housing provider here.
2. **Facility Name:** Enter the name of the facility here.
3. **Geo Code:** Enter the six-digit HUD-assigned Geo Code corresponding to the jurisdiction in which the facility is located. A listing of Geo Codes by CoC can be found here: http://hudhre.info/documents/FY2008_PPRNAmts.pdf
4. **Inventory Type:** Using the pull-down menu, determine if the bed inventory is current (C), new (N), or under development (U). The “KEY: Inventory Type” box in the worksheet provides information about these three codes.
5. **Target Population A:** Using the pull-down menu, identify the target population served by each facility. The target population represents approximately 75 percent of the clients served by the program. The “KEY: Target Population A and B” box in the worksheet provides information about the different population codes in the pull-down menu.
6. **Target Population B:** Using the pull-down menu, identify the subpopulation served by each facility. Projects that do not target specific subpopulations may leave the Target Population B column blank. The “KEY: Target Population A and B” box in the worksheet provides information about the different subpopulation codes in the pull-down menu.
7. **Does this facility receive McKinney-Vento Funding?** Select “Yes” or “No” from the pull-down menu for each facility.
8. **Data submitted to AHAR?** Select “Yes” or “No” from the pull-down menu to indicate whether the project submitted data to the third Annual Homeless Assessment Report (AHAR), which occurred from October 2006 through September 2007.
9. **Year-Round Family Beds:** Enter the total number of year-round family beds that are available for each project. If a project does not have beds for families, enter “0”. Further



guidance on reporting a project's bed inventory accurately can be found in HUD's Housing Inventory Chart: Questions and Answers. (See resource box below.)

10. **Year-Round Family Units:** Enter the total number of family units available for each project. If a project does not have family units, enter "0". Further guidance on reporting a project's bed inventory accurately can be found in HUD's Housing Inventory Chart: Questions and Answers. (See resource box below.)
11. **Year-Round Individual Beds:** Enter the total number of year-round individual beds that are available for each project. If a project does not have beds for individuals, enter "0". Further guidance on reporting a project's bed inventory accurately can be found in HUD's Housing Inventory Chart: Questions and Answers. (See resource box below.)
12. {On Permanent Housing tab only}: **Chronically Homeless Beds:** Enter the number of existing and new permanent beds that are readily available and targeted to house chronically homeless persons (defined as *an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four episodes of homelessness in the past three years*).
13. **Year-Round Family Beds Covered in HMIS:** Enter the number of year-round family beds that are in HMIS. A bed is considered "covered in HMIS" if the provider is entering data in accordance with HUD's Data and Technical Standards about the clients served in the bed. If an agency is only reporting data for clients staying in a portion of its beds, then only that portion of the beds should be counted as covered by HMIS. If none are covered in HMIS, enter "0".
14. **Year-Round Individual Beds Covered in HMIS:** Enter the number of year-round individual beds that are in HMIS. A bed is considered "covered in HMIS" if the provider is entering data in accordance with HUD's Data and Technical Standards about the clients served in the bed. If an agency is only reporting data for clients staying in a portion of its beds, then only that portion of the beds should be counted as covered by HMIS. If none are covered in HMIS, enter "0".
15. {On Emergency Shelter tab only} **Total Seasonal Beds:** Enter the total number of seasonal beds available for each ES project.
16. {On Emergency Shelter tab only} **Number Available in HMIS:** Enter the total number of seasonal beds for each ES project covered in HMIS.
17. {On Emergency Shelter tab only} **Availability Start Date:** Select the month/year during which the seasonal beds became available.
18. {On Emergency Shelter tab only} **Availability End Date:** Select the month/year during which the seasonal beds became unavailable.
19. {On Emergency Shelter tab only} **O/V Beds:** Enter the total number of overflow and voucher beds available for each project.





There are a few tabulations that occur automatically. These tabulations are shaded in grey and include:

- **Total Year-Round Beds:** The total number of year-round beds is equal to the number of year-round family beds plus the number of year-round individual beds.
- **Percentage Family Beds Covered in HMIS:** The percentage of family beds covered in HMIS is equal to the total number of family beds covered in HMIS divided by the total number of family beds available in the project.
- **Percentage Individual Beds Covered in HMIS:** The percentage of individual beds covered in HMIS is equal to the total number of individual beds covered in HMIS divided by the total number of individual beds available in the project.

2. Completing the Unmet Need Tab (Worksheet 5)

Instructions for completing Worksheet 5:

1. **Family Beds:** For each program type, enter the total unmet need for family beds. Do not enter negative values; if there is no unmet need for family beds, enter zero. You may use the HUD Unmet Need Formula to calculate your unmet need. (See resource box below).
2. **Family Units:** For each program type, enter the total unmet need for family units. Do not enter negative values; if there is no unmet need for family units, enter zero. You may use the HUD Unmet Need Formula to calculate your unmet need. (See resource box below).
3. **Individual Beds:** For each program type, enter the total unmet need for individual beds. Do not enter negative values; if there is no unmet need for family beds, enter zero. You may use the HUD Unmet Need Formula to calculate your unmet need. (See resource box below).
4. {For Emergency Shelters only} **Total Seasonal Beds:** Enter the total unmet need for seasonal beds. Do not enter negative values; if there is no unmet need for seasonal beds, enter zero.
5. {For Emergency Shelters only} **Overflow/Voucher Beds:** Enter the total unmet need for overflow and voucher beds. Do not enter negative values; if there is no unmet need for overflow and voucher beds, enter zero.



What do the messages in the "Error Messages" box mean?

Each inventory worksheet contains three error messages:

- (1) **Program Detail:** indicates that there is missing information about a project.
- (2) **Family Beds/Units:** indicates that projects with family units (or beds) must also report family beds (or units).
- (3) **DV HMIS coverage:** indicates that DV beds should not be reported in HMIS.

3. Completing the PIT Data Entry Tab (Worksheet 6)

Instructions for completing Worksheet 6:

1. **Provider Name:** This column populates automatically based on information provided in worksheets 1-4.
2. **Facility Name:** This column populates automatically based on information provided in worksheets 1-4.
3. **January PIT – HMIS:** For each project that uses HMIS to generate single-night PIT counts of sheltered persons, input the total number of sheltered persons on a single night in January (for 2008, the count was conducted between January 22nd through January 31st). A project may use HMIS or another method for generating a PIT count, but not both. (See resource box for guidance on counting sheltered homeless persons.)
4. **January PIT – Other Methods:** For each project that uses other (non-HMIS based) methods to generate PIT counts of sheltered persons (e.g., a bed registry or actual head counts), input the total number of sheltered persons on a night in January (for 2008, the count was conducted between January 22nd and January 31st). (See resource box for guidance on counting sheltered homeless persons.)

4. HMIS – Bed Utilization Rates Tab (Worksheet 7)

No data entry is required on this tab. Bed utilization rates are calculated automatically based on information entered in previous worksheets :

1. **HMIS Based Rate:** A bed utilization rate is calculated automatically for each project based on the bed inventory and HMIS-based PIT counts provided in previous worksheets. In general, utilization rates above 100 percent or lower than 60 percent are potentially indicative of data quality issues.
2. **Other Methods Rate:** A bed utilization rate is calculated automatically for each project based on the bed inventory and other methods PIT counts provided in previous worksheets. In general, utilization rates above 105 percent or lower than 60 percent are potentially indicative of data quality issues.
3. **Average Bed Utilization Rates:** Average bed utilization rates are calculated automatically by program type and by HMIS participation status.

5. Troubleshooting the e-HIC

The most common error associated with the e-HIC occurs when the user does not turn the *iteration function* on or, alternatively, when the iteration function defaults to the off position. In most cases, a user will need to turn iteration on once (i.e., the first time he/she use the e-HIC), but occasionally Microsoft resets a user's preferences and iteration will be turned off.

If a user enters data about a program and receives an error message concerning “circular references” (see Figure 2 below), this means that iteration has been turned off. The user should press “Cancel,” and then turn iteration on as follows:

1. In the menu bar, click on “Tools” and go to the “Options” menu.
2. Click on the “Calculation” tab in the Options menu.
3. Turn the “Iteration” function on by checking the iteration box. The default values for maximum (100) and minimum (0.001) iterations are correct. See Figure 1 below.

Figure 2: Common Error Message when using the e-HIC.

The screenshot shows a Microsoft Excel spreadsheet with the following content:

- Worksheet Title:** Housing Inventory Chart: Emergency Shelters
- Table 1: Total Year-Round Beds - Individuals**

1. Current Year-Round Individual Emergency Shelter (ES) Beds	0
1A. Number of DV Year-Round Individual ES Beds	0
1B. Subtotal, non-DV Year-Round Individual ES Beds	0
2. New Year-Round Individual ES beds	0
3. Under Development Year-Round Individual Beds	0
3. Total Year Round Individual ES Beds in HMS	0
4. HMS Bed Coverage: Individual ES Beds	
- Table 2: Inventory type**

C. Current Inventory
N: New Inventory
U: Under development
- Table 3: Total Year-Round Beds - Family Units**

5. Current Year-Round Family Units	
5A. Number of DV Year-Round Family Units	
5B. Subtotal, non-DV Year-Round Family Units	
5. New Year-Round Family Units	
6. Under Development Year-Round Family Units	
7. Total Year-Round Family Units	
8. HMS Bed Coverage: Family Units	
- Error Message:** Microsoft Office Excel cannot calculate a formula. Cell references in the formula refer to the formula's result, creating a circular reference. Try one of the following:
 - If you accidentally created the circular reference, click OK. This will display the Circular Reference toolbar and help for using it to correct your formula.
 - For more information about circular references and how to work with them, click Help.
 - To continue leaving the formula as it is, click Cancel.
- Table 4: Program Information**

#	Provider	Facility Name	Geo Code	Inventory type	Target Population		HUD Participation Information		All Year-Round Beds/Units				Year Round coverage
					A	B	Does this facility receive McKinney-Vento funding?	Data submitted to AHAR?	Family Beds	Family Units	Individual Beds	Total Year-Round Beds	
1	a												
	Insert provider name												
	Insert provider name												
	Insert provider name												
	Insert provider name												
	Insert provider name												
	Insert provider name												

Resource Box



1. “HUD Housing Inventory Chart: Questions and Answers” www.hmis.info
2. “Calculating Unmet Need for Homeless Individuals and Families” www.hud.gov
3. “A Guide to Counting Sheltered Homeless People” www.hudhre.info