

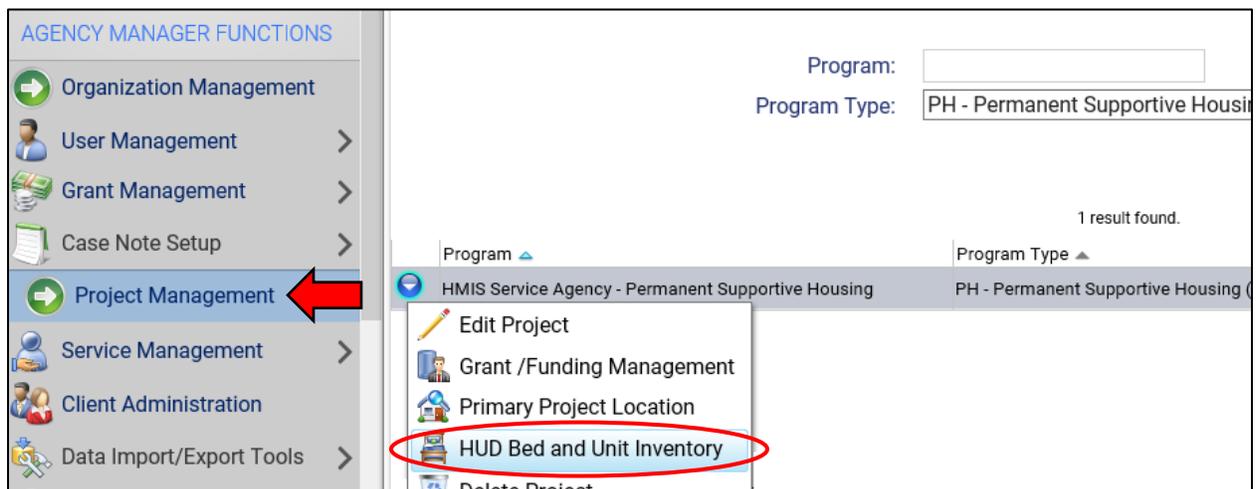
HUD Bed and Unit Inventory

The following guide walks through the process of reviewing and updating HUD Bed and Unit Inventory for residential programs in HMIS for a stand-alone process used by ClientTrack for specific HUD reporting such as the Housing Inventory Chart (HIC) and Longitudinal System Analysis (LSA) and other exports involving inventory information.

Please note that this Bed and Unit Inventory process conforms directly to the HUD HMIS Data Standards and is not related to the Housing Inventory module presented and used in HMIS, although there is an option in which to copy a program's current Housing Inventory values over to this stand-alone method.

Project Management Access:

The HUD Bed and Unit Inventory is an option available within the action menu for each residential project in the HMIS and is located on the Project Management screen, which is available under the Agency Manager and Assistance Manager Functions folder on the Home tab/workspace.



This option and all managerial functions are accessible by all users with a Workgroup leveled up to either Agency Manager or Assistance Agency Manager (HMIS Leads also have this option available within their Workgroup).

By selecting this option you can review and add/update existing Bed and Unit Inventory records within the system for each project for which you have access.

HUD Bed and Unit Inventory:

When loading this option a history view is loaded that shows all current Bed and Unit Inventory records for the project and each recorded by Household Type. Depending on your project's inventory each residential project should have between 1 and 3 different current records that provide an overall look at the number of Beds and Units available for serving project participants.

Program Housing Inventory is recorded on a per Household Type basis and each program should have 1 Inventory record per household type in which they have Units/Beds.



2 results found.

	CoC Number ▲	Inventory Information Date ▲	Household Type ▲	Unit Inventory ▲	Bed Inventory ▲
 	PA-501	1/24/2018	Households with at least one adult and one child	2	7
 	PA-501	1/24/2018	Households without children	3	5

The three Household Types consist of Households without children (Adults Only), Households with at least one adult and one child (Adults and Children) and Households with only children (Children Only) and each of these unit and bed types should be recorded in a separate record.

Adding Inventory-

To add a new Inventory record for a project, use the **Add New Inventory Record** option at the top of the screen to begin the process and record Beds and Units for an inventory type (by Household Type).

When adding a new Inventory record you will need to enter in an Inventory Information Date and select the Continuum of Care (CoC) of the program. With the need to collect Inventory on an annual basis the recommended date to enter is the date in which your continuum's Point in Time Count (and Housing Inventory Count) were performed to allow for a uniform basis. The CoC should default to its predefined selection from its original setup.

Inventory Information Date: * <input type="text" value="01/24/2018"/>
Continuum of Care - the Housing Inventory is set to the Continuum of Care (CoC) in which the program operates; the system should default this option to the program's CoC based on its setup.
CoC: * <input type="text" value="Harrisburg/Dauphin County CoC"/>
Inventory Information - complete the following Unit and Bed fields to denote the active inventory for this program. Each Inventory record contains inventory for a specific Household Type and many programs will require more than 1 record (1 for Adults Only Inventory and 1 for Adults and Children). <i>For new or existing Inventory, once a Household Type is selected the form will provide an option to update the Inventory fields based on your current Housing Inventory setup within your Facility. Checking the "Default from Housing Inventory" will pull these numbers if Housing Inventory has been setup.</i>
Household Type: * <input type="text" value="- SELECT -"/>

The next step is to select the Household Type this Inventory record represents and complete the remaining bed and unit fields basis on the number in your project, but only for this specific household type. The remaining fields require an input of a number for the following fields and include:

- Bed Inventory
- Unit Inventory
- Veteran Bed Inventory
- Youth Bed Inventory
- Chronically Homeless Bed Inventory
- HMIS Participating Beds

Household Type: *	Households without children
Update from Housing Facility Inventory:	<input type="checkbox"/> 
Bed Inventory:	8
Unit Inventory:	8
Veteran Bed Inventory:	0
Youth Bed Inventory:	0
Chronically Homeless Bed Inventory:	8
HMIS Participating Beds:	8

For Veteran, Youth and Chronically Homeless beds enter the number you have of each specifically identified for use by only those sub-populations (Chronically Homeless beds are only required for Permanent Supportive Housing projects).

For HMIS Participating Beds, for all projects participating in HMIS and entering in client data for enrollments should identify this total to equal the bed total for each inventory record.

Update from Housing Facility Inventory:

For those projects that have also setup and use the Housing Inventory module in HMIS, the UD Bed and Unit Inventory has an option to allow for that inventory to be imported or copied into this form for use.

Household Type: *	Households without children
Update from Housing Facility Inventory:	<input checked="" type="checkbox"/>  
Bed Inventory:	5

After selecting a Household Type, when checking this option, the system will review your Housing Inventory module for this project and import the number of Beds and Units setup within its facilities. This can be used to more easily complete this process annually if the Housing Inventory module is kept up to date.

Please note that this update option will only pull in Bed and Unit inventory based on the inventory record's Household Type and when selected will overwrite any existing information entered. This is a good feature to use when adding new inventory or when performing annual updates of existing inventory.

Emergency Shelter Inventory Notice:

For Emergency Shelter projects, the Inventory record will also ask for additional information for the Bed Type and the Availability. This assists in determining the specific type of emergency shelter bed the project has for each Household Type.

By default, all Units and Beds are defaulted to the common Facility-Based and Year-Round for Bed Type and Availability respectively.

The screenshot shows a form with the following fields and values:

- Household Type: * Households without children (dropdown menu)
- Update from Housing Facility Inventory: (checkbox)
- Bed Inventory: 16 (text input)
- Unit Inventory: 1 (text input)
- Bed Type: * Facility-based (dropdown menu, highlighted with a red box)
- Availability: * Year-Round (dropdown menu, highlighted with a red box)

This can be changed for differing Bed Types which can be Facility-Based, Voucher or Other and Availability which can be Year-Round, Seasonal or Overflow.

Please note that most common variation of emergency shelter beds other than the default will be Seasonal and Overflow beds which can be signified using the Availability list.

Once the Inventory record and Bed and Unit information is recorded please use the Save button on the bottom of the page to complete the process and permanently store the Inventory record with the project.

Editing Inventory-

Once initial Inventory records are created for each Household Type in which you have Beds and Units, during subsequent annual updates you can update those existing records by using the **Edit Inventory Record** option located at the beginning of each record/row.

The screenshot shows a table with the following columns: CoC Number, Inventory Information Date, and Household Type. There are two rows of data. A tooltip for 'Edit Inventory Record' is visible over the first row.

CoC Number ▲	Inventory Information Date ▲	Household Type ▲
PA-501	1/24/2018	Households with at least one adult and one
PA-501	1/24/2018	Households without children

This edit option will reload the Inventory record screen and allow for updates to occur, if a mistake was made when initially entering the Bed and Units information or for annual updates.

Annual Updates:

When performing annual updates, you can update existing Inventory records and update the Inventory Information Date for the new Point in Time / Housing Inventory Chart Date and ensure the Bed and Unit inventory correctly matches your project's inventory at that time.

The "update from Housing Facility Inventory" will also work on updates and pull your current Housing Inventory module information and overwrite any existing settings and can be used if that module's setup information is kept up to date.

This annual updating is required for all Inventory records and could be between 1 and 3 records depending on the Household Type.