

# Questions & Answers for the Housing Inventory (eHIC)

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## Questions & Answers for the Housing Inventory Chart (HIC)

The following Questions and Answers (Q&A) are designed to help Continuums of Care (CoCs) complete the sections of their Housing Inventory (eHIC). HUD encourages all CoCs to review each Q&A carefully. The Q&A is organized into three sections: general, emergency shelters, and permanent supportive housing. The general section provides answers to questions that relate to the entire eHIC, and the emergency shelter and permanent supportive housing sections provide answers to questions that pertain to those specific sections of the eHIC. To review questions and answers that have been submitted to the Virtual Help Desk or to ask your own questions, please go to <http://www.hudhre.info/esnaps/index.cfm?do=viewEsnapsTraining>.

### General Section

#### *1. What beds should be included in the Housing Inventory (eHIC)?*

The eHIC is designed to accurately reflect each Continuum of Care's (CoC) capacity to house homeless and formerly homeless persons. Thus, the eHIC is a complete inventory of emergency shelter, transitional housing, and permanent supportive housing beds available in the CoC. The inventory should include all HUD-funded residential programs, as well as non-HUD funded programs that provide housing to homeless and formerly homeless persons, even if those programs do not actively participate in the CoC planning process.

Accordingly, you *should* count the following types of programs in your eHIC:

- All emergency shelters, including a youth shelter, a hotel or motel unit, and a campground space paid for with an emergency shelter voucher.
- All transitional housing for homeless persons, including homeless youth.
- All permanent supportive housing for formerly homeless persons, such as SHP, S+C, or SRO Mod Rehab.
- Residential programs for the homeless funded by private organizations.
- Faith-based residential programs for the homeless.
- Interfaith hospitality networks serving homeless persons.

By contrast, you *should not* count the following types of programs or providers in your eHIC:

- Tenant-based housing provided by the Housing Choice Voucher program, unless the voucher(s) has been exclusively dedicated to serving homeless persons.
- Project-based public housing, unless the housing has been exclusively dedicated to serving homeless persons.
- Medical facilities, such as hospitals, psychiatric facilities, and nursing homes.
- Jails, prisons or juvenile detention facilities.
- Foster care homes or foster care group homes.
- Market rate units that happen to accept formerly homeless persons.
- Chemical dependency facilities, such as substance abuse treatment facilities and detox centers.

**2. *How should cribs be reported in the Housing Inventory (eHIC)?***

Cribs should not be included in the eHIC.

**3. *What is a geocode and how do I report geocodes in the Housing Inventory (eHIC)?***

A geocode is the 6-digit number that corresponds to a particular geographic location within a Continuum of Care (CoC). Most CoCs have multiple geographic areas and therefore multiple geocodes. An updated list of all HUD geocodes is provided annually.

Each facility in the eHIC should have only *one* geocode listed in the “Geocode” column of the eHIC. The geocode indicates the geographic location of the (physical) facility where housing is provided. The geocode used should be associated with the county geocode if there is no geocode available for the city in which a facility is located. Accordingly, as a first step, CoCs should check the list of geocodes to determine if a geocode is available for the city in which a facility is located.

Programs providing scattered-site housing located in different geographic areas should list the geocode where the majority of beds are physically located.

**4. *How should a facility that has a mix of beds for households with children and households without children report its inventory in the Housing Inventory (eHIC)?***

Some programs serve both households with children and households without children, and the beds in these programs may be “fixed” or may “float” between such persons. In programs with “fixed” bed inventories the proportion of beds dedicated to households with children and households without children does not change on any given night. These programs should report the “fixed” number of beds dedicated to households with children and households without children in the appropriate columns in the eHIC.

However, in other programs, the number of beds available for households with children and households without children changes regularly depending on the demand for beds on any given night. “Floating” beds are more difficult to report in the eHIC because the proportion of beds for households with children and households without children changes unpredictably.

For facilities that have “floating” beds for households with children and households without children, the eHIC should reflect the use of beds on the night of the Point-in-Time (PIT) count. For example, if on the night of the PIT count, a program with 20 total beds served 12 persons in households without children and 8 persons in households with children, then the program should report 12 beds for households without children and 8 beds for households with children in the eHIC. If a program was not fully occupied on the night of the PIT count, then the household status of the unoccupied beds should be reported in proportion to the occupied beds. The table below provides an example of how to complete the bed inventory for a program serving both households with children and households without children and has unoccupied beds on the night of the PIT count.

**How do I Complete the Bed Inventory for Mixed Programs that have “Floating” Beds and Some Beds were Unoccupied on the Night of the Point-in-Time (PIT) Count?**

**Example:** On the night of the PIT count a program with 20 total beds served 10 persons in households without children, 6 persons in households with children, and had 4 unoccupied beds.

<b>Step</b>	<b>Description</b>	<b>Calculation</b>	<b>Result</b>
<b>Step 1</b>	Determine the total number of beds for households without children that were occupied on the night of the PIT count	Based on PIT count	10
<b>Step 2</b>	Determine the total number of beds for households with children that were occupied on the night of the PIT count	Based on PIT count	6
<b>Step 3</b>	Determine the proportion of occupied beds that were used by households without children	Step 1 divided by (Step 1 + Step 2)	10 divided by 16 = .63 (round as needed)
<b>Step 4</b>	Determine the proportion of occupied beds that were used by households with children	Step 2 divided by (Step 1 + Step 2)	6 divided by 16 = .37 (round as needed)
<b>Step 5</b>	Determine the total number of beds that were unoccupied on the night of the PIT count	Total number of beds in the program minus the total number of occupied beds	20 – 16 = 4
<b>Step 6</b>	Apply the proportion of occupied beds that were used by households without children to the total number of unoccupied beds	Step 3 x Step 5	.63 x 4 = 3 (round as needed)
<b>Step 7</b>	Apply the proportion of occupied beds that were used by households with children to the total number of unoccupied beds	Step 4 x Step 5	.37 x 4 = 1 (round as needed)
<b>Step 8</b>	Calculate the total number of beds for households without children in the program on the night of the PIT count	Step 1 + Step 6	10 + 3 = 13
<b>Step 9</b>	Calculate the total number of beds for households with children in the program on the night of the PIT count	Step 2 + Step 7	6 + 1 = 7
<b>Total Number of Beds for Household without Children: 13</b>			
<b>Total Number of Beds for Persons in Households with Children: 7</b>			

As suggested in the above example, applying the proportion of occupied beds to the unoccupied beds may not be straightforward, because the ratio of persons in households with children and persons in households without children in the occupied beds creates fractions of beds. In these situations, you can round as needed to report whole beds, but the rounding should not exceed the total number of beds.

**5. Should I leave a cell in the Housing Inventory Chart (eHIC) blank if the cell does not apply to the program?**

Columns that require “character fields” such as Organization Name and Program Name should have a value in each cell, with the exception of Target Populations A and B. Columns that require “numeric fields” such as Beds for Households with Children, Beds for Households without Children, and Units for Households with Children should also be completed entirely, and

programs should report “0” (zero) in cells that do not apply to a program. Zero (“0”) values should also be recorded in the unmet need totals when appropriate.

**6. How is the HMIS bed coverage rate calculated?**

HMIS bed coverage is calculated by dividing the total number of *year-round* beds located in HMIS-participating programs by the total number of *year-round* beds in the Continuum of Care (CoC), after excluding beds in domestic violence (DV) programs. HMIS bed coverage rates must be calculated separately for emergency shelters, transitional housing, and permanent supportive housing. Figure 1 displays the basic formula for calculating the HMIS bed coverage rate. This formula is performed automatically in the 2009 Housing Inventory.

*Figure 1: Formula for Calculating Your HMIS Bed Coverage*

$$\text{HMIS Bed Coverage Rate} = \left( \frac{\text{Number of year-round beds located in HMIS-participating programs}}{\text{Total number of year-round beds in the CoC} - \text{Total number of year-round DV beds in the CoC}} \right) \times 100$$

Include all of the CoC’s year-round beds for homeless persons in households with children and persons in households without children in the HMIS bed coverage calculation using the following criteria:

- Exclude beds provided by DV agencies.
- Exclude beds listed in the Under Development section of the Housing Inventory Chart (eHIC).
- Include HUD and non-HUD funded beds.
- Include only the year-round beds listed in the Current Inventory and New Inventory sections of eHIC.

Calculating HMIS bed coverage using beds instead of units account for both apartment-style and congregate facilities for households with children within the CoC.

The HMIS bed coverage for programs for households with children is equal to the total number of year-round beds for households with children in HMIS divided by the total number of year-round beds for households with children in the CoC.

Example: A CoC has four emergency shelters for households with children: Shelter A, B, C, and D.

- Shelter A has 2 units that can serve up to 4 people in each unit (2 units, 8 beds).
- Shelter B has 3 units that can serve 5 people in each unit (3 units, 15 beds).
- Shelter C is a congregate facility for households with children that can serve up to 12 people, usually 3 households with children at a time (3 units, 12 beds).

- Shelter D is a DV shelter and has 4 units that can serve up to 4 people in each unit (4 units, 16).

Only Shelters B and C participate in HMIS.

In this example, the HMIS bed coverage calculation for emergency shelters for households with children is equal to 77 percent or:

$$77 \text{ percent} = \left( \frac{15 + 12}{(8 + 15 + 12 + 16) - 16} \right) \times 100$$

Please note that bed coverage rates and occupancy rates are not the same. Bed coverage calculations indicate what proportion of year-round beds is included in your HMIS. The goal is to have all year-round beds included in your HMIS (or a 100 percent HMIS bed coverage rate). By contrast, occupancy rates indicate what proportion of beds is utilized on any given day.

**7. *What types of beds should be included in the HMIS bed coverage rate?***

The HMIS bed coverage rate should include all programs and year-round beds listed in the eHIC, except for beds located in domestic violence (DV) programs. To exclude DV programs from the HMIS bed coverage calculation, you must identify all DV programs in the eHIC and properly exclude these programs from the HMIS bed coverage calculation. DV beds should not be counted in *either* the numerator (i.e., the total number of year-round beds in the HMIS) or the denominator (i.e., the total number of year-round beds in the CoC) in the bed coverage formula (see guidance above). The coverage rate is automatically calculated in the 2009 Housing Inventory Chart.

**Emergency Shelters**

**8. *How should the Continuum of Care (CoC) report beds that rotate among religious institutions (churches, synagogues, mosques, temples, etc.)?***

In many CoCs, religious institutions play an important role in providing temporary residential services to homeless persons. Since the supply of beds may rotate among various religious facilities and the number of beds available on any given night may vary depending on the bed capacity of each facility, the CoC should consider the following questions when counting and reporting the beds in these types of facilities:

- *Are these beds available year-round, seasonally, or only when demand for residential services is highest (e.g., the coldest nights of the year)?*
  - Beds that are available year-round should be reported in the “Year-Round” bed columns in the Housing Inventory Chart (eHIC).

- Beds that are available on a seasonal basis or are available only when demand is highest should be reported in the “Seasonal Beds” or “O/V Beds” columns, respectively.
  - Seasonal beds are available on a continuous basis during high-demand seasons of the year (e.g., winter months).
  - Overflow beds are available temporarily and sporadically during high-demand seasons of the year (e.g., a night when the temperature drops dramatically).
  - Please note that seasonal or overflow/voucher beds can be reported only in the Emergency Shelter section of the eHIC.
- *How many beds were available on the night of the Point-in-Time (PIT) count?*
  - The total number of beds reported in the eHIC should be equal to the total number of beds available on the night of the PIT count. For example, if on the night of the PIT count 2 religious facilities (out of 6) were available to house homeless persons, the total number of beds reported in the eHIC would be equal to the sum of beds available in those 2 facilities.

**9. *How should cots, floor mats, spaces and other types of accommodations that are available typically when demand is especially high (e.g., coldest nights of the year) but are not part of the seasonal bed inventory be reported in the Housing Inventory Chart (eHIC)?***

Cots, floor mats, spaces and other types of accommodations that are often available when demand is highest (e.g., the coldest nights of the year) but are not part of the stable, seasonal bed inventory should be counted as overflow beds. Accordingly, these types of accommodations should be reported in the “Other Beds—Overflow & Voucher” column of the eHIC. Like hotel or motel vouchers, the number of beds associated with these types of accommodations should be equal to the total number of persons who occupy them on the night of the Point-in-Time count.

**10. *How should hotel or motel vouchers be reported in the Emergency Shelter section of the Housing Inventory Chart (eHIC)?***

Hotel or motel vouchers are counted as overflow beds, and thus should be reported in the “O/V Beds” column of the eHIC. The number of beds associated with a voucher program should be equal to the total number of persons served by the program on the night of the Point-in-Time count. This approach assumes that every person served by a voucher program was in a bed.

**11. *How should the number of units for households with children be reported for programs that operate congregate facilities?***

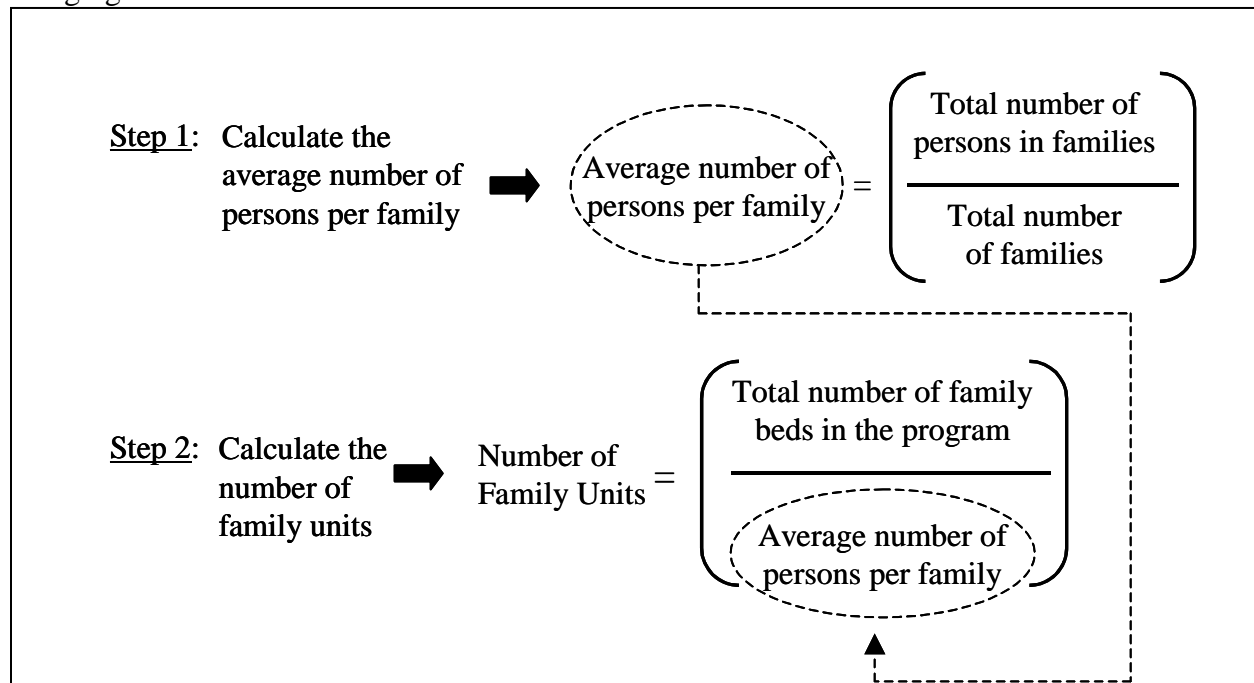
In programs that operate within congregate facilities, the total number of units for households with children is often unclear. For the purposes of the Housing Inventory (eHIC):

- The estimated number of units for households with children in a congregate facility should be equal to the total number of beds available in the program divided by the average number of persons per household on the night of the Point-in-Time (PIT) count.

- The average number of persons per household is equal to the total number of persons in the program on the night of the PIT count divided by the total number of households with children served on that night.

Figure 2 provides the basic formula for calculating the number of units for households with children for programs for households with children in congregate facilities.

*Figure 2: Calculating the Number of Units for Households with Children for Programs in Congregate Facilities*



Example:

- Night of the PIT count, program for households with children with 50 total beds served 30 persons in 10 households with children.
- Average number of persons per household was 3 (30 persons ÷ 10 households with children).
- Estimated number of units for households with children is 16.7 (50 beds ÷ 3 persons per household), which should be rounded to 17.

## Permanent Supportive Housing

**12. What is the relationship between (1) the total number of beds for chronically homeless persons reported in the Permanent Supportive Housing portion of the Housing Inventory Chart and (2) the total number of beds for chronically homeless persons reported in 4B: Chronic Homeless Progress form?**

The total number of beds for chronically homeless (CH) persons reported in 4B: Chronic Homeless Progress form is equal to the total number of current and new permanent beds for CH persons, from all funding sources, reported in the Permanent Supportive Housing portion of the Housing Inventory.