

# 0628 Housing Inventory Count Report Correction Guide per Tab

## Tab A – HIC Client Count

Confirm the Household and Client Counts are accurate (only count clients with a Housing Move-In Date)

- Columns C and D count Adult and Children Households
- Columns E and F count Adult Only Households
- Columns G and H count Child Only Households

## Tab B- Populations

Confirm everyone is accounted for. The tab is broken into three sections:

- Households with at least one Adult and one Child (under age 17)
- Households without Children (everyone is at least 18)
- Households with Only Children (under age 18)

If not everyone is accounted for, create a new client profile and/or add them to the project entry in HMIS

## Tab C- Subpopulations

- Confirm these are the accurate counts of the individuals experiencing severe mental health, substance abuse issues, HIV or AIDS, or Fleeing a Domestic Violence situation.
- Confirm these are accurate counts for chronically homeless individuals, families, veteran individuals and, veteran families
- If corrections need to be made, please do so by EDA, Back Dating, and adjusting on the client’s Project Start Date

## Tab D- Client Detail

- Review this tab for any errors that may be in the client profile. Errors will be written out or blank:

HH Group	Client Id	Age	Gen	Eth	Race Abbr	Disa	Holl Relate	Vet	DV	DV Flee	CH	EE Start	EE Exit	Prog Type	Move-In Date	Fa m
EE1034413	502931	67	F	Non-Hisp	W	N	Self	Data not collected (HUD)	Data not collected (HUD)	non-DV		4/5/2017		RRH	9/5/2017	Sa
EE1053729	418330	54	M	Non-Hisp	B	Y	Self	N	N	non-DV		10/20/2016		RRH	11/7/2016	Sa
EE1055634	509293	60	F	Non-Hisp	B	N	Self	N	N	non-DV		3/22/2017		RRH	5/17/2017	Sa

- This example shows that the client is missing the Veteran and Domestic Violence Status. This issue would need to be updated by going into the Entry Assessment and updating the child’s Relationship to Head of Household Status.
- The Move-In Date column should be populated with the day the client moved into their housing unit.
  - If you do not see a client on this tab and they should be, check they have a Housing Move-In Date via an Interim Update. To see a list of all clients without Move-In Dates, run the CoC-APR or ESG-CAPER and look at question 7a.
- If corrections need to be made, please do so by using Enter Data As mode and Back Date mode before adjusting the client’s information

## Tab E- Disability Detail

- Please review to confirm if their Disabilities listed for the clients is accurate. Does someone have a disability but they’re not listed on this Tab? Are some disabilities missing?
- If corrections need to be made, please do so by using Enter Data As mode and Back Date mode before adjusting the client’s information
  - The Gateway Question, Specific Disability, and Follow-up (Long-Continued) Question must be complete in order to pull correctly