

# REQ101 Housing Inventory Count Report Correction Guide

## Identifying Columns (A-M)

Confirm that the Emergency Shelter and Transitional Housing projects are correctly identified

- Columns D and E identify the project name and ID
  - More than one row per project may exist
- Column H identifies if the beds are Voucher (V) or Facility (F) based
- Column I is Yes if the project receives HUD dollars (not ESG or CoC)
- Column J is Yes if the project receives HUD dollars including ESG or CoC
- Column K should be No for all HMIS projects
- Column L identifies if projects target DV or HIV positive clients. NA is Not Applicable.
- Column M identifies the estimated first day when total inventory was active

## Household Type Columns (N-Y)

All beds must be assigned a household type:

- Columns N-Q show inventory for Households with at least one Adult and one Child (under age 17)
- Columns R-U show inventory for Households without Children (everyone is at least 18)
- Columns V-Y show inventory for Households with Only Children (under age 18)

## Inventory Type Columns (Z-AO)

- Columns Z-AC show inventory that operates for a portion of the year continuously (ex: Nov – Feb)
- Columns AD-AG show inventory that operates occasionally, such as under specific temperature thresholds for warming centers
- Column AH-AO show inventory dedicated to particular sub-populations, Chronic Homeless, Youth up to 24, and/or Veterans. General beds are called Non-Dedicated.

## Reminders:

- Inventory *must* be accurate for the night of Point in Time Count.
- Units are the rooms that hold the beds. There must be at least 1 unit for each inventory type with beds.
- A project in HMIS cannot operate both Voucher and Facility based beds. There must be separate HMIS projects to track clients in each type.
- All changes should be emailed to the Data Center Helpdesk at [hmis@nceh.org](mailto:hmis@nceh.org) for updates.