BUI Inventory - *Understanding BUI*

Components of Bed and Unit Inventory

Housing Inventory

HUD Household Types

Unit/Voucher Types

Counting Beds, Units & Vouchers

Bed Types/Categories

Bed Dedication

Reports

Knowledge Check!

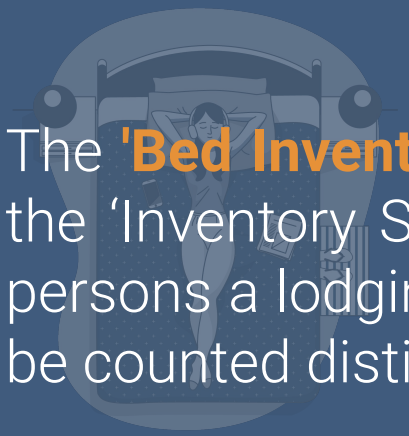
What is Housing Inventory

Housing Inventory…Defined

Housing Inventory refers to the tracking of Beds and Units within HMIS. This is designated at time of program set-up if you have a program that will provide “housing” to clients.

"Housing" refers to any unit that has a bed; it can apply to Emergency Shelter, Transitional Housing, Permanent Supportive Housing, or any other type of project or Unit that has a bed.

Bed/Unit Dedication - *Total Inventory*



The **'Bed Inventory'** is a count of the total **number of beds** available for occupancy as of the 'Inventory Start Date.' The number of beds is generally equivalent to the number of persons a lodging project can house on a given night and, for Emergency Shelters, should be counted distinctly for each combination of 'Bed Type' and 'Availability.'

The **'Unit Inventory'** is a count of the total **number of units** available for occupancy as of the 'Inventory Start Date.' Projects that do not have a fixed number of units (e.g., a congregate shelter project) may record the bed inventory, the number of residential facilities operated by the project, or the number of rooms available as the unit integer.

Using Inventory

Inventory allows a program to track the number of beds and units available.

Beds, units and vouchers, can be any of the following:

- Beds in congregate spaces such as barracks-style emergency shelters or transitional housing facilities if each bed is intended for a different household.
- Rooms, apartments, or houses designed to hold a single household (single person or family) in site-based emergency shelters, transitional housing, and permanent housing projects.
- Vouchers provided to households (single persons or families) in tenant-based transitional housing, rapid rehousing, and permanent supportive housing projects.

HUD Household Types

HUD Household Types

Adult-Only Households

Everyone in the household is age 18 or over. This includes households where there is only one single person 18 years of age or older and households with at least one adult and dependents 18 or older.

HUD Household Types

Adult & Child Households

There is at least 1 member of the household under the age of 18, and at least 1 member of the household age 18 or over. All Adult & Child Households must have at least two persons.

HUD Household Types

Child-Only Households

Everyone in the household is under than age of 18. This includes households where there is only one single person under the age of 18 and households considered parenting youth; the parent is under 18 and has a dependent under 18.

Unit/Voucher Types

Unit/Voucher Types - Fixed

A project is deemed to have fixed units/vouchers if the project has a set number of units/vouchers and each of those units/vouchers is assigned to a specific HUD Household Type of "adult-only households," "adult & child households," or "child-only households."

Examples of Fixed Units/Vouchers

- A site-based permanent supportive housing project with 12 studio apartments in one building where each apartment can only hold "adult-only households."
- An emergency shelter with 25 beds which serves only "adult-only households."
- An emergency shelter with 35 beds, 15 of which are designated for "adult-only households" and 20 of which are designated for "adult & child households."
- A transitional housing project with 12 houses, each designed for an "adult & child household."
- A permanent housing project with 9 vouchers for "adult & child households."

Unit/Voucher Types - Multiuse

- The project has a flexible number of units/vouchers that varies based upon available funding and resources.
- The project has a set number of units/vouchers, but the household type for the units/vouchers changes based upon need and available funding and resources.

Examples of Multi-Use Units

- A shelter has 14 rooms and fills them with any household type according to client needs.
- A voucher-based permanent supportive housing project which serves a varying number of both "adult-only" and "adult & child" households based upon available funding and client needs.
- A tenant-based rapid rehousing housing project which serves a varying number of both "adult-only" and "adult & child" households based upon available funding and client needs.
- *This unit set-up still requires an educated guess of how to best set-up BUI*

Counting Beds, Units & Vouchers

Counting Beds, Units & Vouchers

Applies to all project types if the project has a fixed, year-round number of units/vouchers that are explicitly dedicated to one of the three household types.

COUNTING UNITS

A unit is effectively a household. This may be a household of one person or a household of multiple persons. For example, a house with three bedrooms which is designated to be used by a single-family is one unit. However, if the same house was designated to house three families (one in each bedroom), it would be three units. Another example would be a barracks-style shelter designed for 25 homeless single adults, which would be 25 units.

+

COUNTING BEDS

All beds, regardless of size, are counted for the number of people they're designated to hold according to the program. For example:

- A single bed for one person is counted as one bed.
- A queen-size bed for one person is counted as one bed.
- A queen-size bed for a couple is counted as two beds.

Do not include cribs or pack-and-plays in your bed count.

Rollaways, mats, or cots should only be counted in your bed count if they are the standard bed for the program.

→

COUNTING TENANT SUPPLIED BEDS

For programs that lease apartments as needed for qualified clients (usually permanent supportive housing voucher-type programs): Your total bed count will be the same as the number of people who are being housed in the units. This also applies to voucher-based projects like rapid rehousing.

Bed Type Categories

Overflow Beds?
Seasonal Beds?

Overflow Beds

Applies to Emergency Shelters that Provide Overflow Beds

If your emergency shelter program provides overflow mats or cots above your normal maximum capacity in extreme circumstances these are considered overflow beds.

For Federal Reporting purposes the overflow bed capacity that you would report should equal the number of people who are using overflow beds on the night of the point-in-time count (if they were available).

- If you have 2 people sleeping on overflow cots on the night of the point-in-time count because of extreme weather conditions or for another reason, then your overflow bed count is 2, even if you could put out more cots.

Key Terms

Temporary and Sporadic

Seasonal Beds

Applies to Emergency Shelters that Provide Seasonal Beds

Seasonal beds are beds that are regularly available for only a portion of the year, for example, beds that are set up only during the winter.

The number of seasonal beds might be the same every night, or the number available might change periodically, for example, if they rotate from one church to the next, and one church can house more people than another.

Key Terms
Continuous
during high
demand

- If the number of beds is the same every night, then the total number of people who could be housed is the number that should be reported as the seasonal bed inventory.
- If the number of beds changes throughout the duration of the program because the location changes periodically, the total number of beds should be based on the location that is in use on the night of the point-in-time count.

Bed Type Categories – *POP QUIZ*

If you added 2 cots during a particularly hot week this year, are they overflow or seasonal?

Bed Dedication

Bed Dedication

APPLIES TO ALL PROJECT TYPES

A dedicated bed is a bed that must be filled by a person in the subpopulation category (or a member of their household) unless there are no persons from the subpopulation who qualify for the project located within the geographic area (2022 HMIS Data Standards Resource Guide & 2022 HMIS Data Standards Manual - Version 1.2).

01	CHRONICALLY HOMELESS VETERANS	The number of beds that are dedicated to house chronically homeless veterans and their household members.
02	YOUTH - VETERANS	The number of beds that are dedicated to house homeless youth (persons up to age 24) veterans and their household members.
03	ANY OTHER VETERAN	The number of beds that are dedicated to house non-CH and non- youth veterans and their household members.
04	CHRONICALLY HOMELESS YOUTH	The number of beds that are dedicated to house chronically homeless youth (persons up to age 24) and their household members.
05	ANY OTHER YOUTH	The number of beds that are dedicated to house non-CH and non- veteran homeless youth (persons up to age 24) and their household members.
06	ANY OTHER CH	Beds dedicated to non-youth, non- Veteran chronically homeless. The number of beds that are dedicated to house chronically homeless persons and their household members.
07	NON - DEDICATED BEDS	The number of non-dedicated to CH, youth or veteran beds used to house homeless persons and their household members.

Recommended Reports

[HSNG-105] Weekly Housing

[HSNG-105] Weekly Housing Census

This is an enrollment-based report intended to serve as a **seven day review** of housing programs.

The report breaks down the project stays into the following sections:

- Emergency Shelter – Individuals & Households
- Transitional Housing – Individuals & Households
- Permanent Supportive Housing – Individuals & Households
- Safe Haven – Individuals & Households

Program Name

8 beds
8 units

Date	Attendance	Data Quality
03/23/2020	7	98%
03/24/2020	7	98%
03/25/2020	7	98%
03/26/2020	7	98%
03/27/2020	7	98%
03/28/2020	7	98%
03/29/2020	7	98%
03/30/2020	7	98%
03/31/2020	7	98%
04/01/2020	7	98%
04/02/2020	7	98%
04/03/2020	7	98%
04/04/2020	7	98%
04/05/2020	7	98%
04/06/2020	7	98%
04/07/2020	7	98%
04/08/2020	7	98%
04/09/2020	7	98%
04/10/2020	7	98%
04/11/2020	7	98%

Household Size

Individual	2 ppl	3 ppl	4 ppl	5+ ppl
4	0	1	0	0

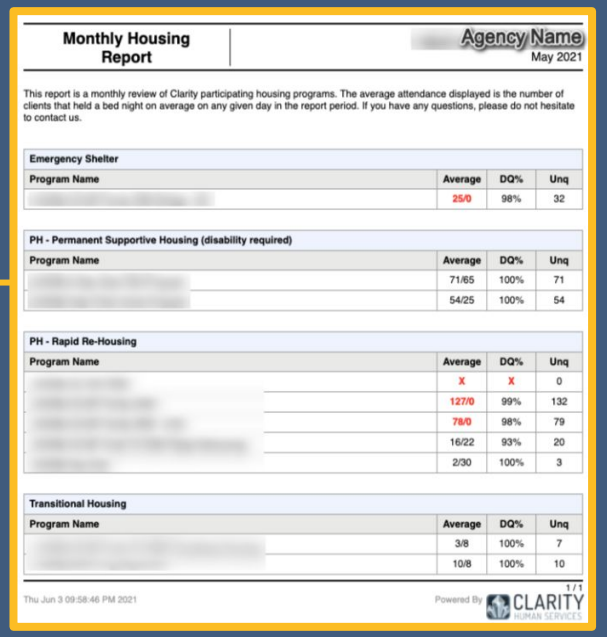
[HSNG-104] Monthly Housing

[HSNG-104] Monthly Housing Report

This is an enrollment-based report intended to serve as a **one complete month** review of housing programs.

The report breaks down the project stays into the following sections:

- Emergency Shelter
- Transitional Housing
- Permanent Supportive Housing (disability required for entry)
- Safe Haven
- PH - Housing Only
- PH - Housing with Services (no disability required for entry)
- PH - Rapid Re-Housing



Monthly Housing Report | Agency Name May 2021

This report is a monthly review of Clarity participating housing programs. The average attendance displayed is the number of clients that held a bed night on average on any given day in the report period. If you have any questions, please do not hesitate to contact us.

Emergency Shelter

Program Name	Average	DQ%	Unq
	25/0	98%	32

PH - Permanent Supportive Housing (disability required)

Program Name	Average	DQ%	Unq
	71/65	100%	71
	54/25	100%	54

PH - Rapid Re-Housing

Program Name	Average	DQ%	Unq
	X	X	0
	127/0	99%	132
	78/0	98%	79
	16/22	93%	20
	2/30	100%	3

Transitional Housing

Program Name	Average	DQ%	Unq
	3/8	100%	7
	10/8	100%	10

Thu Jun 3 09:58:46 PM 2021 — 1/1 — Powered By CLARITY HUMAN SERVICES

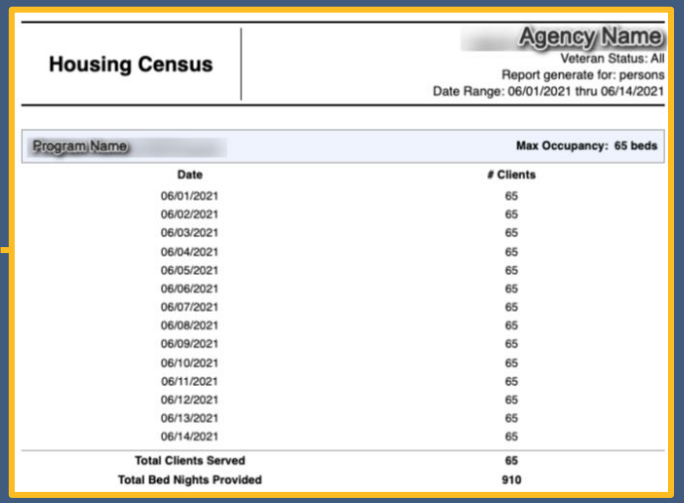
[HSNG-108] Housing Census

[HSNG-108] Housing Census

This is an entry/exit-based report for housing programs.

- For Emergency Shelter, Night-by-Night, projects, bed nights are also used in generating the report
- For Permanent Housing programs, Housing Move-in Date is also considered

- The report gives users a **day-by-day account of the bed occupancy** during the reporting period. This is broken out into separate tables by programs selected.
- The report will display the maximum bed occupancy (from the Program, Bed Inventory screen) for each program. PH-RRH programs will display "Max Occupancy: Varies." For all other program types, if the number of units is greater than the number of beds, then a message such as "Max Occupancy: 20 beds / 52 units" will be displayed.



Housing Census

Agency Name
Veteran Status: All
Report generate for: persons
Date Range: 06/01/2021 thru 06/14/2021

Program Name — Max Occupancy: 65 beds

Date	# Clients
06/01/2021	65
06/02/2021	65
06/03/2021	65
06/04/2021	65
06/05/2021	65
06/06/2021	65
06/07/2021	65
06/08/2021	65
06/09/2021	65
06/10/2021	65
06/11/2021	65
06/12/2021	65
06/13/2021	65
06/14/2021	65
Total Clients Served	**65**
Total Bed Nights Provided	**910**

Scheduled Bed and Unit Data Quality Report

Bed and Unit Data Quality for

noreply@looker.bitfocus.com
to Angiee

6:06 AM (11 hours ago)

Save email as template

You are receiving this message because you are listed as the Agency contact for your agency. We are seeking your assistance in ensuring that we have the correct Bed and Unit Inventory (BUI) for your program(s). HMIS must have an accurate record of bed and unit inventory information for all residential projects (ES, TH, SH, RRH, PSH). An accurate and up-to-date housing inventory is essential to managing vital housing resources in the community. This message will go out monthly.

Instructions: Review the Bed/Unit Inventory table below. If there are changes or additions to the bed or unit inventory complete the BUI Update Form here. The table also shows the approximate recent usage to aid in this determination. Please verify and/or provide updates to the Bed/Unit inventory by the end of the month.

For more information see the Bed & Unit Inventory Quick Guide in our HelpCenter. You may also run the [HUDX-123-AD] Housing Inventory (HIC) Report in Clarity to get a more detailed look at your inventory. Please reply to Angie at Angiee@bitfocus.com if you have additional questions or need assistance determining your inventory.

Thank you for your assistance in this matter.

View this data in Looker

	Agency Name	Agency ID	Full Name	Program ID	Project Type Code	Availability Start Date	Start Date	End Date	Bed Type	Availability	Household Type	Total Bed Inventory	Total Unit Inventory
1					Emergency Shelter	2018-01-01	2018-01-01		Facility-based	Year-round	Households without children	6	6
2					Emergency Shelter	2018-01-01	2018-01-01		Facility-based	Year-round	Households with at least one adult and one child	4	4