

## How to Enter HMIS Bed Inventory Accurately in AWARDS

HMIS Bed Inventory are required data elements for **all residential projects** per the HMIS Data Standards. This information should be **confirmed and updated, if necessary, at least annually**, as it is needed by the NYC CoC for reports to HUD. Projects may update inventory data more frequently if there are significant changes in the number of available beds or if there are changes in their dedicated bed counts, but day to day fluctuations in available inventory do not need to be recorded in HMIS. AWARDS users can find more information on HMIS Bed Inventory here:

[AWARDS Online Help \(footholdtechnology.com\)](https://www.footholdtechnology.com/awards-online-help)

Please see example from HMIS below. In this project, total current beds is 130; 65 beds are for households with children and 65 are for households without children. The project's total current inventory is the sum of all the bed inventory records without end dates. If a record no longer is applicable, please add an end date.

Inventory ID	Inventory Start Date	Total Unit Inventory	Total Bed Inventory	Household Type	Inventory End Date
106017	10/01/2018	20	65	Households with at least one adult and one child	
106016	10/01/2018	65	65	Households without children	

### Dedicated Beds

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.

The following options have replaced the pre-2020 Chronically Homeless Bed Inventory, Veteran Bed Inventory, and Youth Bed Inventory:

1. Beds dedicated to **chronically homeless veterans**
2. Beds dedicated to **youth (under 25) veterans**
3. Beds dedicated to **any other veteran**
4. Beds dedicated to **chronically homeless youth under 25**
5. Beds dedicated to **any other youth under 25**
6. Beds dedicated to **any other chronically homeless person**
7. Non-dedicated beds (all other beds not in 1-6 above)

**Additional points to remember:**

1. Dedicated bed fields above are **mutually exclusive** and must add up to the total number of beds in the inventory record.
2. Dedicated beds for households with multiple people include ALL PEOPLE in the person's household. For example, if a project serves veterans with children, the number of dedicated beds for veterans should include the children and any other household members.
3. Dedicated beds do not need to be recorded just because a person from that population happens to be in the project. Dedicated means the beds are reserved for that population specifically.
4. Chronically homeless dedicated beds are for Permanent Supportive Housing projects only. If your PSH project is CoC-funded, your beds are most likely dedicated to the chronically homeless.

Below is an example of how dedicated beds should be added in HMIS. In this example, all beds are dedicated to veterans; however, only a portion are for chronic veterans, some are for youth veterans, and the remainder could be filled by any type of veteran.

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\* CoC  
 NY-600 - New York City CoC

\* Inventory Start Date: 10/01/2018 📅      Inventory End Date: mm/dd/yyyy 📅

\* Household Type  
 Households without children

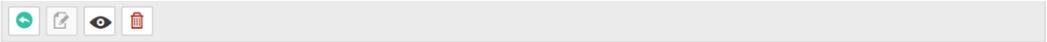
\* Total Unit Inventory: 905      \* Total Bed Inventory: 905

Beds dedicated to Chronically Homeless Veterans <input style="width: 90%;" type="text" value="300"/>	Beds dedicated to Youth-Veterans <input style="width: 90%;" type="text" value="300"/>	Beds dedicated to any Other Veteran <input style="width: 90%;" type="text" value="305"/>
Beds dedicated to Chronically Homeless Youth <input style="width: 90%;" type="text"/>	Beds dedicated to any Other Youth <input style="width: 90%;" type="text"/>	Beds dedicated to any Other Chronically Homeless <input style="width: 90%;" type="text"/>

Non-Dedicated Beds

Cancel
Save

The example below shows incorrect entry of dedicated beds. The total number of dedicated and non-dedicated beds is 580, which is not equal to the Total Bed Inventory of 905. Note that non-AWARDS users will not receive error messages during the import process if their bed inventory is not correct, so they should take care to check their CSV files prior to upload.



Bed inventory fields are expected to be mutually exclusive categories and must accurately sum to the Total Bed Inventory. Please correct.

\* CoC  
NY-600 - New York City CoC

\* Inventory Start Date: 10/01/2018  
Inventory End Date: mm/dd/yyyy

\* Household Type  
Households without children

\* Total Unit Inventory: 905  
\* Total Bed Inventory: 905

Beds dedicated to Chronically Homeless Veterans: 10  
Beds dedicated to Youth-Veterans: 10  
Beds dedicated to any Other Veteran: 10

Beds dedicated to Chronically Homeless Youth: 50  
Beds dedicated to any Other Youth:   
Beds dedicated to any Other Chronically Homeless:

Non-Dedicated Beds: 500

Cancel Save