How to Enter HMIS Bed Inventory Accurately in Inventory.csv (for non-AWARDS external importers)

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.

For non-AWARDS importers, this information is found in Inventory.csv. Please do not upload a blank Inventory.csv for any residential project. You will need to upload the complete Inventory information with every upload to HMIS, as HMIS currently overwrites this data with each import. If there have been no changes to the inventory, you should continue to upload the same information each month.

Please see example columns from Inventory.csv below (note: not all required CSV columns are shown).

HouseholdType	Availability	UnitInventory	BedInventory	InventoryStartDate	InventoryEndDate
1		65	65	2019-10-01	
3		20	65	2018-10-01	

In this project, total current beds are 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 InventoryEndDate to that row. Then add a new row with data for the current inventory with no InventoryEndDate.

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 (CHBedInventory)
- 2. Beds dedicated to youth (under 25) veterans (YouthVetBedInventory)
- 3. Beds dedicated to any other veteran (VetBedInventory)
- 4. Beds dedicated to chronically homeless youth under 25 (CHYouthBedInventory)
- 5. Beds dedicated to any other youth under 25 (YouthBedInventory)
- 6. Beds dedicated to any other chronically homeless person (CHBedInventory)

7. Non-dedicated beds (all other beds not in 1-6 above) (OtherBedInventory)

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 recorded (not all required CSV columns are shown). 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.

BedInv	CHVetBedIn	YouthVetBedI	VetBedIn	CHYouthBedI	YouthBedIn	CHBedIn	OtherBedIn
entory	ventory	nventory	ventory	nventory	ventory	ventory	ventory
60	30	30	30	0	0	0	0

The example below shows incorrect entry of dedicated beds. The total number of dedicated and non-dedicated beds shown is 350, which is not equal to the Total Bed Inventory of 60. Note that non-AWARDS users will not receive error messages during the import process if their bed inventory is invalid, so they should check their CSV files.

BedIn ventor	CHVetBed Inventory	YouthVetBe dInventory	VetBedI nventory	CHYouthBe dInventory	YouthBedI nventory	CHBedI nventory	OtherBedI nventory
у	, , , , ,		J J	, , , , , ,	January Januar	, , , , ,	January January
60	60	60	60	60	60	60	60