



**Notes:**


Welcome to the Exhibit 1: Housing Inventory Information online training module. This module covers Forms 1F – 1G.

This series of forms in Exhibit 1 asks each CoC to enter housing inventory information, which includes answering CoC housing inventory questions and describing the CoC's housing inventory sources and methods. Note that again this year, CoCs will not attach a Housing Inventory Count because CoCs will have reported information on the FY2011 Housing Inventory and Point-in-Time (PIT) counts in HUD's Homelessness Data Exchange (HDX).


Detailed Instructions for completing the Exhibit 1: FY2011 Continuum of Care Application are located in *e-snaps* on the left hand menu of the CoC Exhibit 1 application. At any time while going through application, if you need additional information on the forms described, please access these instructions.

Prior to starting the application, CoCs should review the Exhibit 1: Introduction and the *e-snaps* Features and Functions training modules. These and other resources are available on the *e-snaps* training page on the HRE at <http://esnaps.hudhre.info/>.

Now let's review this module's learning objectives.



## Module Objectives



- By the end of this module, you should be able to:
  - Document the total year round bed changes in the housing inventory
  - Identify the data sources and methods for completing the housing inventory

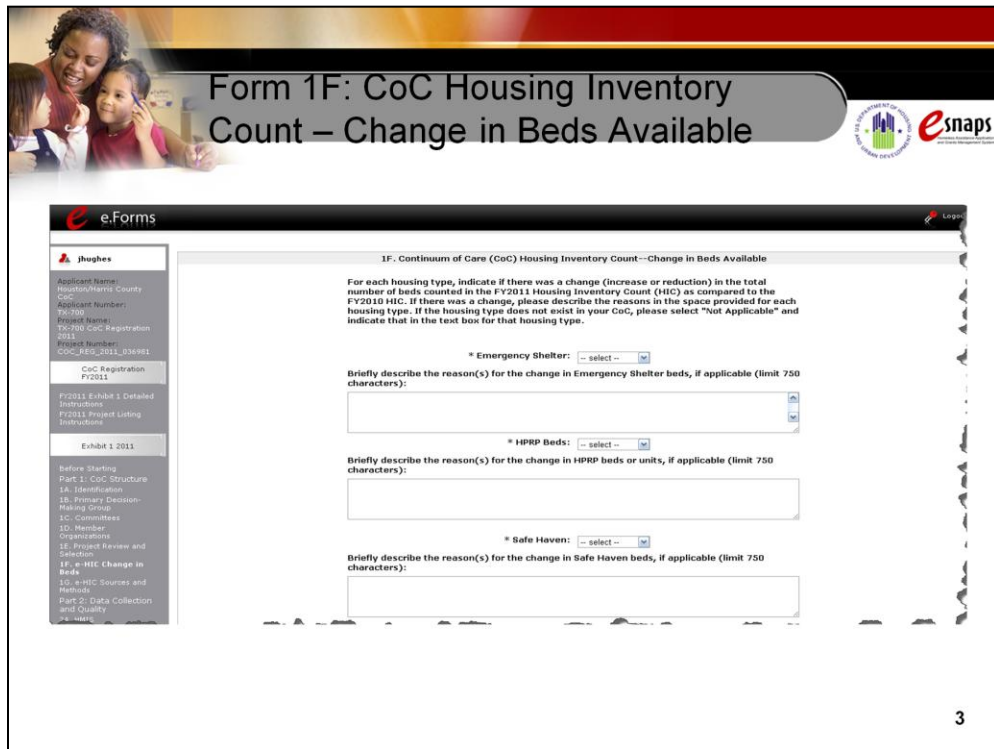
2

**Notes:**

By the end of this module, you should be able to:

- Document the total year round bed changes in the housing inventory
- Identify the data sources and methods for completing the housing inventory

The steps for accessing Exhibit 1 are described in detail in the Exhibit 1 Introduction training module on the *e-snaps* training page on the HRE at <http://esnaps.hudhre.info/>. Each time you return to *e-snaps*, you will access Exhibit 1 by selecting Submissions on the left menu bar and selecting the orange "Open Folder" icon to the left of the CoC Number for the FY2011 Exhibit 1 project.



**Notes:**

To get started, use the left menu bar to navigate to Form 1F: CoC Housing Inventory Count – Change in Beds Available. On this form you will identify and describe changes in total year round beds reported in HDX, as compared to the information reported last year in the FY2010 HIC.

There are four categories on this form—Emergency Shelter, Safe Haven, Transitional Housing, and Permanent Housing.

- For each category for which the CoC has beds:
  - Use the dropdown menu to indicate whether there was a change in the total year round beds from 2010 to 2011 by selecting “Yes” or “No.”
  - If there was a change, briefly describe the reasons for the change in the field provided.
- If the CoC does not have beds for a particular category, enter “not applicable.”
- Use the right-hand scroll bar to scroll down to the next section of the form.

**Note:** CoCs were to include the number of HPRP Homeless Assistance beds and units in the annual point-in-time count, as well as the number of VA beds designated for homeless persons. As this is a new reporting category and CoCs are establishing a baseline count, there are no changes to report in 2011.

**Image Description:** Screen capture of the top portion of Form 1F: CoC Housing Inventory Count – Change in Beds Available.

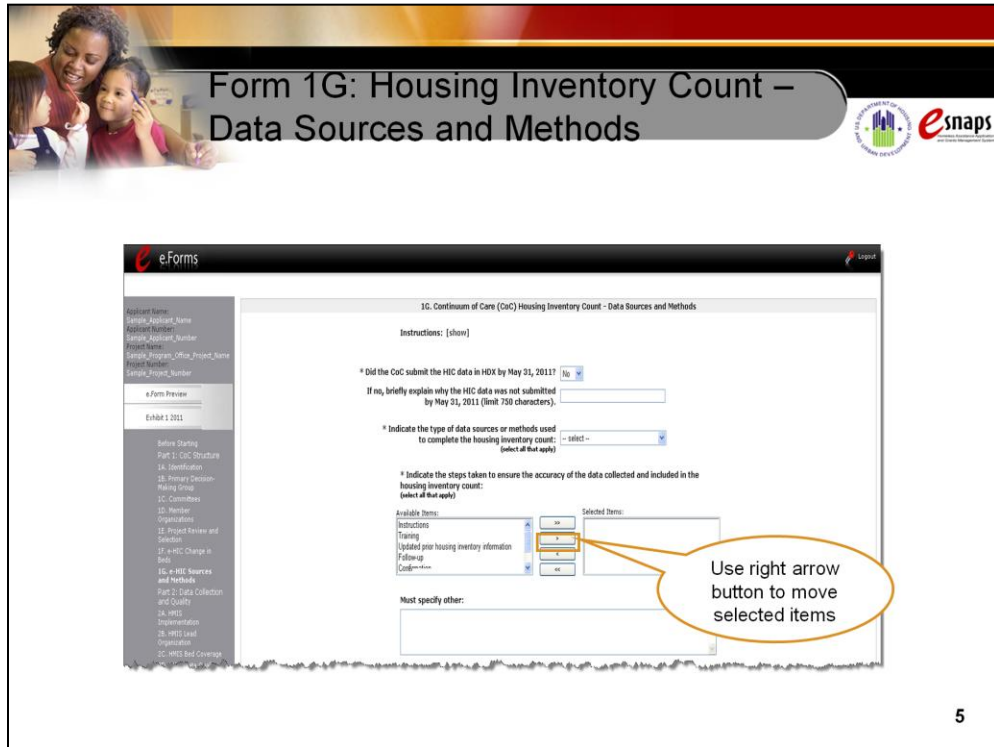
The screenshot displays the bottom portion of Form 1F. On the left is a vertical navigation menu with items such as '2A. HMIS Quality', '2B. HMIS Lead Organization', '2C. HMIS Bed Coverage', '2D. HMIS Data Quality', '2E. HMIS Data Usage', '2F. HMIS Data and Technical Standards', '2G. HMIS Training', '2H. Homeless Population', '2I. Sheltered Data - Methods', '2J. Sheltered Data - Collection', '2K. Sheltered Data - Quality', '2L. Unsheltered Data - Methods', '2M. Unsheltered Data - Counting', '2N. Unsheltered Data - Quality', 'Part 3: CoC Strategic Planning', '3A. Strategic Planning Objectives - Objective 1', 'Objective 2', 'Objective 3', 'Objective 4', 'Objective 5', '3B. Strategic Planning', and '3C. CoC Coordination'. The main form area contains two sections: '\* Transitional Housing:' and '\* Permanent Housing:', each with a dropdown menu and a text box for reasons. Below these is a certification statement: '\* CoC certifies that all beds for homeless persons were included in the Housing Inventory Count (HIC) as reported on the Homelessness Data Exchange (HDX), regardless of HMIS participation and HUD funding.' A dropdown menu for this statement is highlighted with a callout bubble saying 'Select Yes'. At the bottom, a row of buttons includes 'Save', 'Save & Back', 'Save & Next', 'Back', 'Next', and 'Check Spelling'. The 'Save & Next' button is highlighted with a callout bubble saying 'Select Save & Next'. The 'eSnaps' logo is in the top right corner.

**Notes:**

Continue with Form 1F.

- Next, enter in information for the four categories, and select “Yes” from the dropdown menu at the bottom of the form to certify that all beds for homeless persons were included in the Housing Inventory Count as reported on the Homelessness Data Exchange (HDX).
  - HUD expects that all beds are included in the housing inventory regardless of HMIS participation and HUD funding.
- Select the “Save and Next” button to continue to the next form.

**Image Description:** Screen capture of the bottom portion of Form 1F: CoC Housing Inventory Count – Change in Beds Available with the certification dropdown menu and the “Save & Next” button highlighted.



**Notes:**

On Form 1G: Housing Inventory Count – Data Sources and Methods, you will identify the data sources your CoC uses, as well as its methods for compiling data and information for the housing inventory.

- To begin, select “yes” or “no” from the dropdown menu to indicate if your CoC submitted the HDX data by May 31, 2011.
  - If “yes,” enter “not applicable” in the field.
  - If “no,” provide a brief explanation as to why the HDX data was submitted after May 31, 2011.
- Next, select the dropdown menu to identify the type of data sources or methods the CoC used to complete the housing inventory count.
- Next, ensure that the data collected and included in the housing inventory count are accurate. Move them to the “Selected Items” field using the single right arrow.
  - If you select “other,” enter a description in the field provided.
  - If you did not select “other,” enter “not applicable” in this field.
- Use the right-hand scroll bar to scroll down to the next section of the form.

**Note:** The Exhibit 1 Detailed Instructions located on the left menu bar in *e-snaps* describe the data sources and methods in the dropdown menu and “Available Items” fields for the housing inventory count and unmet need (see the next page).

**Image Description:** Screen capture of the top portion of Form 1G: Housing Inventory Count – Data Sources and Methods with the right arrow button highlighted.

**Form 1G: Housing Inventory Count – Data Sources and Methods**

The screenshot displays the 'Form 1G: Housing Inventory Chart - Data Sources and Methods' interface. On the left is a vertical list of data sources and methods, including categories like '20. IHIS Bed Capacity', '21. IHIS Data Quality', '22. IHIS Data Usage', '23. IHIS Data and Technical Overview', '24. IHIS Training', '25. Homeless Population', '26. Sheltered Data', '27. Sheltered Data - Collections', '28. Sheltered Data - Quality', '29. Unsheltered Data - Methods', '30. Unsheltered Data - Overview', '31. Unsheltered Data - Quality', 'Part 3: CoC Strategic Planning', '34. Strategic Planning Objectives', 'Objective 1', 'Objective 2', 'Objective 3', 'Objective 4', 'Objective 5', '35. Discharge Planning', '36. CoC Implementation', '37. Info Reallocation', 'Part 4: CoC Performance', '44. 2009 CoC Achievements', '45. Chronic Homeless Program', '46. Housing Performance', '47. Healthcare Services Evaluation', '48. Energy Star & Solar', and '49. CoC Homeless Program'. The main area contains a dropdown menu for 'Available Items' with options: 'Stakeholder discussion', 'Local studies or non-IHIS data sources', 'Applied statistics', 'IHIS unmet need formula', and 'Other'. Below this are 'Add All', 'Add', 'Remove All', and 'Remove' buttons. A 'Selected Items' field is empty. A section for 'Specify "other" data types:' has a text input field. A note states: 'If more than one method was selected, describe how these methods were used together (limit 750 characters):'. At the bottom are buttons for 'Save', 'Save & Back', 'Save & Next', 'Back', 'Next', and 'Check Settings'. Two callout boxes highlight the 'Add' button with the text 'Use Add button to move selected items' and the 'Save & Next' button with the text 'Select Save & Next'.

6

**Notes:**

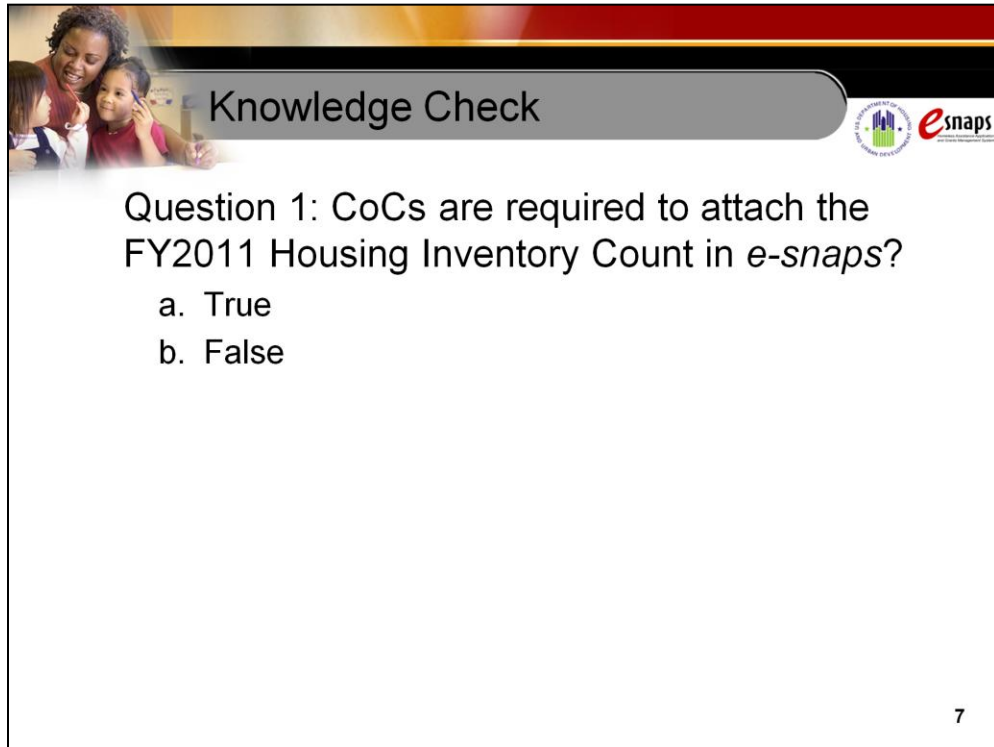
Continue with Form 1G.

- Next, select the type of data or methods used to determine unmet need. Move them to the “Selected Items” field using the “Add” button.
  - Note: Unmet Need refers to the difference between a CoC’s bed capacity and the number of homeless persons in the CoC on any given night.
- If you select “Other,” enter a description in the “Other” data types field provided.
  - If not relevant, enter “not applicable” in the field(s).
- If multiple types of data were used to determine the unmet need, describe how the methods were used together in the next field provided.
  - If this is not relevant, enter “not applicable” in the field(s).
- Select the “Save & Next” button.

To continue with Forms 2A – 2H, you will need to access the next Exhibit 1 training module on the *e-snaps* training page on the HRE at <http://esnaps.hudhre.info>.

Now that we have discussed how to complete the Housing Inventory Information forms, let’s review what you have learned.

**Image Description:** Screen capture of the bottom of Form 1G Housing Inventory Chart - Data Sources and Methods with the “Add” button highlighted and the “Save & Next” button highlighted.



**Knowledge Check**

Question 1: CoCs are required to attach the FY2011 Housing Inventory Count in *e-snaps*?


- a. True
- b. False

7



**Notes:**

The following slides contain a series of knowledge check questions. Review the question and determine your response. The next slide will then review the correct answer and provide feedback. Let's get started.

Question 1: CoCs are required to attach the FY2011 Housing Inventory Count in *e-snaps*? Is this statement a. True or b. False?



## Knowledge Check – Feedback



Question 1: CoCs are required to attach the FY2011 Housing Inventory Count in *e-snaps*?

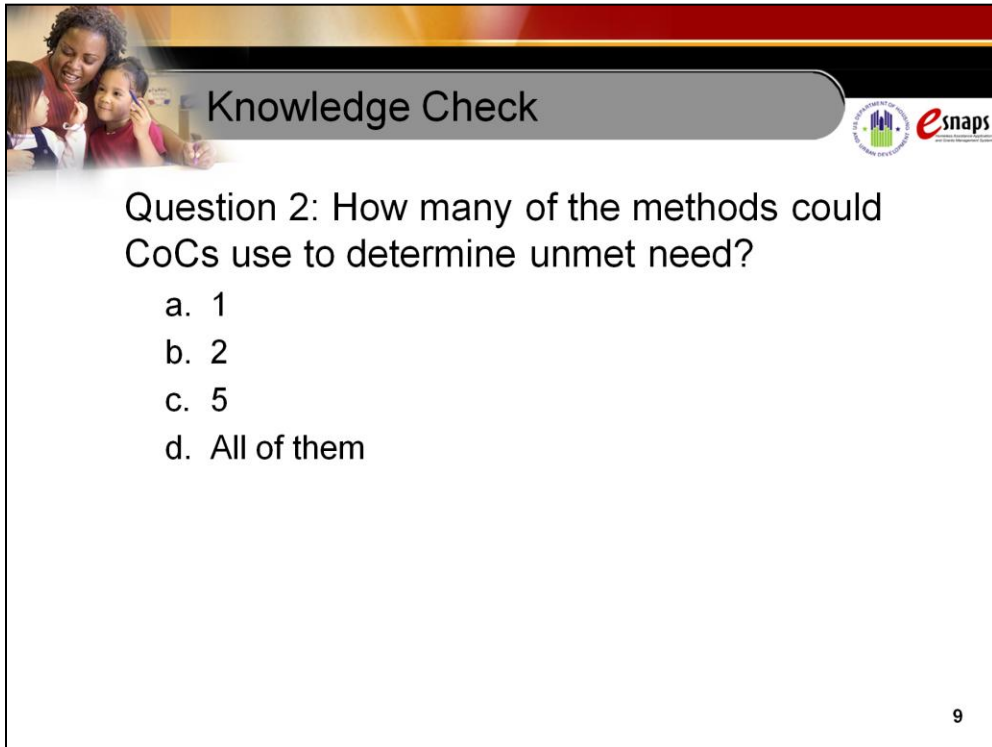
- a. True
- ✓ b. False

**FEEDBACK:**  
CoCs will not attach a Housing Inventory Count to Exhibit 1. CoCs are required to report information in HUD's new Homelessness Data Exchange (HDX).

8

**Notes:**

The correct answer is b. False. CoCs will not attach a Housing Inventory Count to Exhibit 1. CoCs are required to report information on the FY2011 Housing Inventory and Point-in-Time Counts in HUD's new Homelessness Data Exchange (HDX).



**Knowledge Check**

Question 2: How many of the methods could CoCs use to determine unmet need?

- a. 1
- b. 2
- c. 5
- d. All of them


9

**Notes:**


Question 2: How many of the methods could CoCs use to determine unmet need?

- a. 1
- b. 2
- c. 5
- d. All of them

Please determine the best response.



## Knowledge Check – Feedback



Question 2: How many of the methods could CoCs use to determine unmet need?


- a. 1
- b. 2
- c. 5
- ✓ d. All of them

**FEEDBACK:**  
Include any and all methods used by your CoC to complete the housing inventory in your application.


10

**Notes:**

The correct answer is d. All of them. You may include any and all methods used by your CoC to determine unmet need in your application. A CoC is not required to use all of the methods, but should indicate all of the methods it does use.



## Module Wrap-up



**Congratulations!** You have completed the Exhibit 1: Housing Inventory Information module!

- You should now be able to:
  - Document the total year round bed changes in the housing inventory
  - Identify the data sources and methods for completing the housing inventory


11

**Notes:**



Congratulations! You have completed the Exhibit 1: Housing Inventory Information module. You should now be able to:

- Document the total year round bed changes in the housing inventory
- Identify the data sources and methods for completing the housing inventory

Continue to the next slide to complete the provided web form.



Module Completion Web Form



**Now that you have completed the Exhibit 1: Housing Inventory Information online training module, select the web link below so that you may fill out the web form.**

**[e-snaps Online Training Module Completion Web Form](#)**

**NOTE: To continue your learning experience, close this window and select another module from the training home page.**

12

**Notes:**

Now that you have completed the Exhibit 1: Housing Inventory Information online training module, select the web link that is titled, “*e-snaps* Online Training Module Completion Web Form” (which is <http://esnaps.hudhre.info/modulecompletion.cfm?moduleID=M160>) so that you may complete the form.

After you complete the form, close this window and select another module from the training home page to continue your learning experience.