

## QRG – Bed and Unit Inventory

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**WHAT IS A QRG** – QRG stands for **Quick Reference Guide**. Quick Reference Guides are short 1-8 page documents that provide concise practical information and advice on specific topics. Sometimes known as “cheat sheets” quick reference guides are designed for users who know the material or task but need something in front of them to remind them of the steps.

**WHAT THIS GUIDE IS ABOUT** – HMIS must have an accurate record of bed and unit inventory information for all CoC housing projects. This guide is to help understand the different components of the bed inventories in HMIS.

### Bed and Unit Inventory Guidance

HMIS collects the number of beds/units based on the maximum number of persons who can be housed on a given night. Generally speaking, this should be the number of *beds and units* the grantee **proposed** to serve in the grant application.

Any active project record will show the most updated recorded bed/unit value as its official number of available slots on any given day for which a report is run.

All project records that were recorded over the course of the report period will be averaged over the number of days in that report period (most often 365 days).

### Bed vs Unit

The **Unit Inventory** is a count of the total number of *units* available for occupancy. 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.

The **Bed Inventory** is a count of the total number of beds available for occupancy. The number of beds is equivalent to the number of persons a lodging project can house on a given night.

## Bed Type

**Bed (Emergency Shelter Only):** The Bed Type describes the type of beds offered by emergency shelter projects according to the following mutually exclusive options:

- 1) Facility-based:** Beds (including cots or mats) located in a residential homeless assistance facility dedicated for use by persons who are homeless.
- 2) Voucher:** Beds located in a hotel or motel and made available by the homeless assistance project through vouchers or other forms of payment.
- 3) Other:** Beds located in a church or other facility not dedicated for use by persons who are homeless.

## Household Type

Enter the counts of bed inventory, unit inventory, and HMIS bed inventory (detailed below) based on availability for each of the following household types:

- 1) Households without children:** Beds and units typically serving households with adults only (>18).
- 2) Households with at least one adult and one child:** Beds and units typically serving households with (at least) 1 adult (> 18) and 1 child (< 18).
- 3) Households with *only* children:** Beds and units typically serving households composed of persons < 18.

## Emergency Shelter Bed and Unit Availability

Projects that provide **emergency shelter** or housing rental assistance **vouchers** and without a fixed number of units or vouchers should determine the number of beds (and units) based on the maximum number of persons (and households) who can be housed on a given night.

Detailed household-level bed and unit-inventory counts by household type must be provided as described above for all year-round emergency shelter beds and units.

- 1) Seasonal Beds:** Seasonal beds are *not* available year-round, but instead are available on a planned basis, with set start and end dates, during an anticipated period of higher demand.
- 2) Overflow Beds:** Overflow beds are available on an *ad hoc or temporary* basis during the year in response to demand that exceeds planned (year-round or seasonal) bed capacity.

## Bed Inventory Examples

Example 1: A project has **100 beds** that could be used by either households with only children or households with at least one adult and one child. If *half* of the beds are used by persons in households *with only children* on average and the other half are used by persons in households with *at least one adult and one child*, then record **50 beds** for households with *only* children, and for the **50 beds** for households with *at least one adult and one child* in the HIC. 50/50 bed distribution.

- 🛏️ 100 beds distributed to reflect the 50% actual utilization of each HH type—
  - 👤 50 HH with *only* children
  - 👨👩👧 50 HH with at least one adult and one child

Example 2: A project serving *single adults* that has **100 beds** of which **20** are *seasonal*. This requires two bed and unit inventory records. One record is for the 80 facility-based year-round beds and a second record is for the 20 facility-based *seasonal* beds for households without children (*single adults*).

- 🏠 100 beds distributed to reflect the 80% year-round and 20% seasonal—
  - 🌞 80 *year-round* beds for HH without children (*single adults*)
  - 🧑 20 *seasonal* beds for HH without children (*single adults*)

Example 3: A project providing motel/hotel vouchers had bed inventory reflecting clients being served until 12/31/2021. Due to the high cost of hotels, the grant expenses were greater than anticipated and funds were spent out by 8/31/2021. Since funds were exhausted early, clients were not served during 4 months of a reporting 4 period therefore showing an inaccurate decrease in utilization.

- ⌚ If a grant ends early—
  - 📞 Submit a helpdesk ticket to start program closeout process
  - 🏠 HMIS Admin Team updates bed inventory by adding end date and reflecting accurate bed inventory in HMIS

### Sources

HUD RRH Bed and Unit Inventory Guidance:

<https://files.hudexchange.info/resources/documents/Record-Report-RRH-Bed-Inventories.pdf>

HUD HIC/PIT Count Data Collection Notice November 2021:

<https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-12cpdn.pdf>

HUD FY 2022 HMIS Data Standards (Manual): <https://files.hudexchange.info/resources/documents/FY-2022-HMIS-Data-Standards-Manual.pdf>