

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)**

