

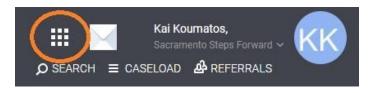
Housing Inventory Count (HIC) Report [HUDX-123-AD]

What information does a Program Roster Report provide?

The Housing Inventory Count is designed to report on housing stock available in a community that is dedicated for homeless persons. The report also offers a point-in-time look at utilization.

Step 1: Navigate to the Reports Tab

To begin creating a program roster report, navigate to the launchpad at the top right corner.



Click the reports icon to view all reports.



Step 2: Finding the Program Roster in the Reports Library



Once you enter into the Reports tab, ensure you are under the Reports Library Category.

Scroll down the list of reports to the Administrator Report section and choose the [HUDX-123-AD] Housing Inventory (HIC) [FY 2023] report.

GNRL-210-AD] Assessment Details Report	🚖 I ⊙ RUN 🖄 SCHEDULE MORE INFO∨
(HUDX-123-AD] Housing Inventory (HIC) [FY 2023]	🔹 I 🕞 RUN 😁 SCHEDULE MORE INFO 🗸



Step 3: Creating the Program Roster Report

To set the report parameters, follow the image and detailed instructions:

Administrator Reports > [HUDX-123-AD] Housing Inventory (HIC) [FY 2023]

CoC	CA-503	~
Agency Status	Active Agencies	~
Agency Filter Category	Agency CoC	~
Agency(-ies)	Hope Cooperative (aka TLCS, Inc.)	-
	Jamboree Housing	
	La Familia Counseling Center	
	LifeSTEPS	
	Lutheran Social Services	_
Program Type(s)	Choose	*
	All	
	Emergency Shelter	
	Transitional Housing	
	PH - Permanent Supportive Housing (disability required for entry)	
		*
Program Status	Active Programs	~
Program(s)	Choose	^
	All	- 1
-	Vista Nueva (MHSA) - PH	
	Vista Nueva - PH	
	Vista Nueva - Transitional	-
Client Location Filter	No	~
RRH Inventory Based on	Project Stays Program Inventory	
HIC Year	2023	~
PIT Date	01/25/2023	
Last Year's PIT Date	02/23/2022	
Report Output Format	○ Web Page ○ PDF	
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CoC: CA-503 Agency Status: Active Agency Filter: Agency CoC Agencies: Pick your agency Program Types: All Program Status: Active Programs: Select the program(s) for your report. Hold CTRL to select more than one. Program Status: Active Client Location Filter: No **RRH Inventory**: Program Stays HIC Year: 2023 **PIT Date**: 1/25/23 Last Year's PIT Date: 2/23/22 Report Format: Excel Click the submit button.

HMIS Job Aid



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Step 4: Exporting the Program Roster Report

The report may take some time to run. If you refresh your web browser it may expedite the report to generate.

REPORT QUEUE MANAGER.

Your report has been added to the Queue. Please check the Queue Manager in the top right of your screen to review processing status.

Step 5: Open and Save the Program Roster Report

The report will be generated in the square icon next to the launchpad.

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REPORT QUEUE		
[GNRL-106] Program Roster	Pending	ports

When the report is processed, click open to view and save the report.

