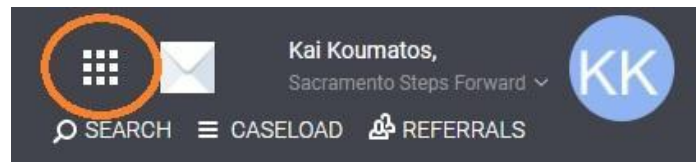HMIS Job Aid

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.

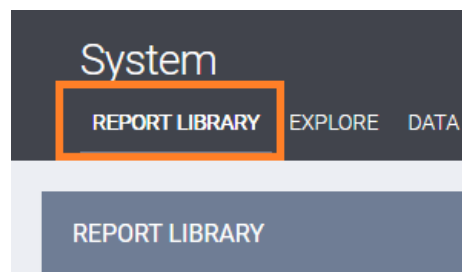## Step 1: Navigate to the Reports Tab

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

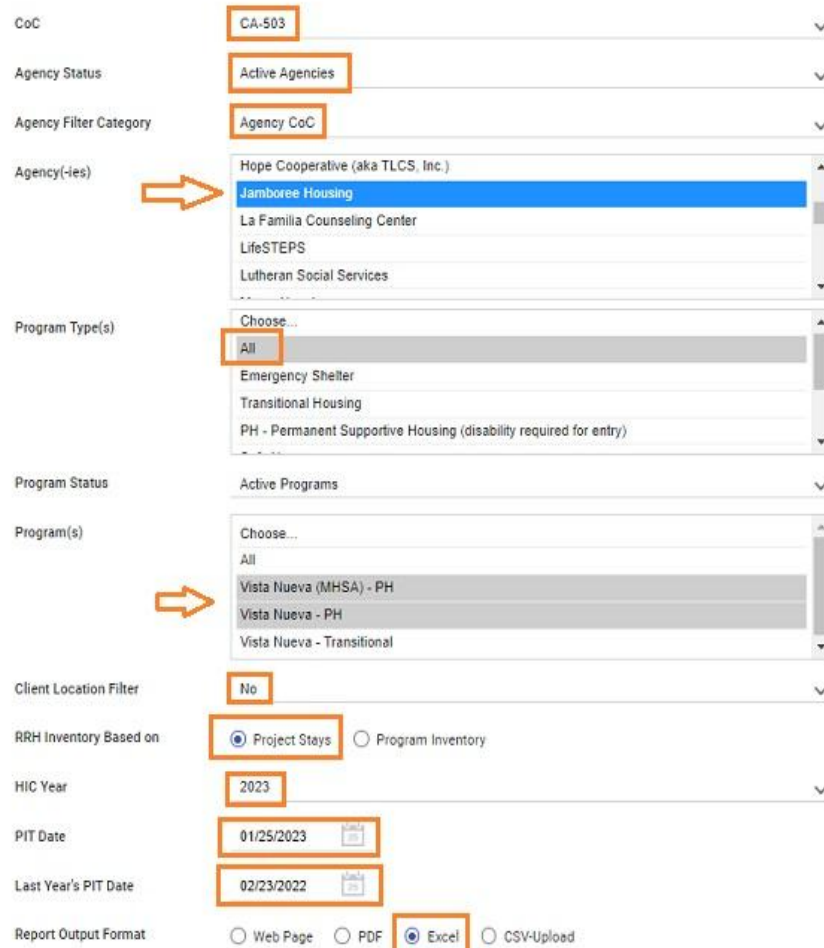Once you enter into the Reports tab, ensure you are under the Reports Library Category.

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

Step 3: Creating the Program Roster Report

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

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
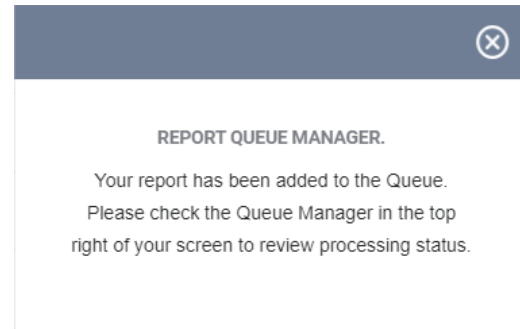
Last Year's PIT Date: 2/23/22

Report Format: Excel
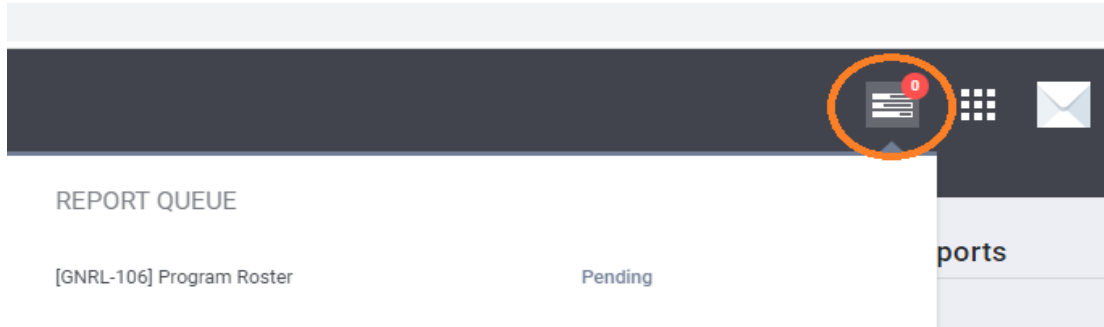
Click the submit button.

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.

REPORT QUEUE

[GNRL-106] Program Roster   Pending   ports

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

COMPLETED

[GNRL-106] Program Roster   Processed   OPEN