

# Homeless Management Information System (HMIS) Bed & Unit Number Calculation Guide

## A. Calculating bed inventory

Please report the number of beds available to both individuals and families in the program.

*If your program does not have a fixed number of beds per household type:* Divide the beds based on average use. For example:

- Program XYZ has 100 beds that can be used by either individuals or families.
- On an average night, about one-quarter of the clients are individuals. The other three-quarters are families.
- The program reports 25 beds for individuals and 75 beds for families.

*If your program only has units (no fixed number of beds):* Use a multiplier factor to estimate the number of beds.

Example 1:

- Program XYZ has 30 family units.
- Family sizes vary, but the average family size is about 3.
- The program multiplies the 30 units by the average family size (3) to report 90 total family beds.

Example 2:

- Program XYZ has 30 units available to individuals or families.
- On an average night, about one-third of the clients are individuals. The other two-thirds are families.
- Family sizes vary, but the average family size is about 3.
- For individuals, one bed = 1 unit, so the program reports 10 individual beds.
- For families, the program multiplies the 20 remaining units by the average family size (3) to report 60 family beds.

## B. Calculating chronic homeless bed inventory ( **PERMANENT SUPPORTIVE only): HOUSING**

Of the total number of beds available in the program, how many are available to chronically homeless persons?

- Chronically homeless beds are beds that are readily available and targeted to chronically homeless persons.
- HUD chronic homelessness definition: HUD defines “chronic homelessness” as an unaccompanied homeless individual (NOT a family) with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years.

## C. Calculating unit inventory

Please report the number of units available to both individuals and families in the program.

*If your program does not have a fixed number of units per household type:* Divide the units based on average use.

For example:

- Program XYZ has 30 units available to individuals or families.
- On an average night, about one-third of the clients are individuals. The other two-thirds are families.
- The program reports 10 units for individuals and 20 units for families.