**Dear CoC leaders:**

**Please read carefully. This email has important information about how to:**

1. **Use the HMIS to generate your Housing Inventory Count (HIC)**
2. **Use the HMIS to generate your Point in Time (PIT) report (for sheltered clients only)**
3. **Check your projects’ data completeness, especially for the new data elements in the** [HMIS 2014 Data Standards](https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf)
	1. **Project descriptor elements**
	2. **Universal and program specific data elements**

Please be sure to consult [HUD’s HIC and Pit data collection notice](https://www.hudexchange.info/resources/documents/Notice-CPD-14-014-2015-HIC-PIT-Data-Collection-Notice.pdf).

**If you do not use the HMIS to generate your HIC, we recommend that you compare your HIC to the HMIS’ bed inventory, identify any corrections needed to be made the HMIS bed inventory, and send them to CHIN staff so that the HMIS can be updated.**

**Even if you do not use the HMIS to generate your PIT report, we recommend that you compare your Pit report to the Pit report generated by the HMIS, understand any discrepancies, and put in place a plan to eliminate or reduce those discrepancies going forward.**

**If your CoC has an HMIS grant, your HMIS APR will ask you to report on your projects’ data completeness, including some of the new data elements introduced in the HMIS 2014 Data Standards.**

**If you have any questions about the reports, please contact CHIN staff.**

**Housing Inventory Count (HIC)**

A draft version of the 0629 Housing Inventory Count (HIC) report is available in ART (1-Reports for users / 1-PIT and HIC folder). Once the final 0629 HIC report and the 0628 HIC Supplement report are available, CHIN staff will add them to that directory and notify users.

The 0629 HIC shows the number and type of beds for emergency shelter, transitional housing and permanent housing projects, as recorded in the HMIS. The 0628 HIC Supplement report shows the number and type of rapid-rehousing beds. In general, the reports should be run by CoC leads for the whole CoC, but can also be run by each agency to check its own data.

***Directions for running the 0629 HIC report:***

Select Provider(s): OPTIONAL – Use this if you want to run it for 1 or more PROJECTS, leave blank if you are a CoC Lead and running it for your CoC

Select Provider CoC Codes: - select your CoC Code if you are a CoC Lead and running it for your CoC

Select Provider CoC Code(s) RETIRED OPTIONAL – you should leave this blank

Enter Date for Current Inventory: 1/31/2014

Enter Start Date for New Beds: 2/1/2014

Enter Start Date for New Beds PLUS 1 Day: 2/1/2015

**HIC Supplement**

It is our expectation that this report will pull all clients enrolled in permanent supportive and rapid rehousing projects. Rapid rehousing clients will be identified as being in a project on the night of the PIT count if they have a yes to the “In permanent housing” field and a “Date of move-in” that is on or before the PIT count. Please review the list of clients in the report to be make sure that all your clients are listed AND that only clients who received rental assistance that covered the night of the PIT are included.

The 0632 HMIS APR provides a list of clients enrolled during the reporting period and displays the clients answers to “In permanent housing” and “Date of move-in” so that report can be used to check on the completeness and data quality of those fields. A draft version of the report is available in the 1-Reports for end users / 2-APR for HMIS grants folder.

Directions for running the 0628 HIC Supplement report will be released when the report is available.

**Point in Time (PIT)**

A draft version (version 2) of the the PIT available in ART (in the 1-Reports for users / 1-PIT and HIC folder).  Once the final PIT report is available, CHIN staff will add it to that directory and notify users.

The PIT report shows the number of clients in emergency shelter and transitional housing projects on the day of the PIT, as recorded in the HMIS. The PIT report will not include clients who are unsheltered, clients who declined HMIS participation, or clients who were not entered into the HMIS for any other reason.

To obtain the number of clients in permanent housing (including rapid-rehousing programs), you will need to run the 0628 HIC Supplement (see Housing Inventory Count section for instructions on how to use the 0628 HIC Supplement).

***Directions for running the PIT report***

*NOTE: Scheduling the report would be a good idea (report takes a while to run due to complex logic)*

Select Provider(s): OPTIONAL – Use this if you want to run it for 1 or more PROJECTS, leave blank if you are a CoC Lead and running it for your CoC

Select BCP Provider(s): OPTIONAL – Awaiting guidance from Bowman. For now, use this if you want to run it for a RHYMIS emergency shelter that is a BCP shelter

Select Provider CoC Codes: - select your CoC Code if you are a CoC Lead and running it for your CoC

Select Provider CoC Code(s) RETIRED OPTIONAL – you should leave this blank

EDA Provider – Your agency (for a CoC leader, this would be the CoC or county that shows on top left hand side of the screen when you log on – e.g. Buncombe County, NC-503)

Enter effective date – Awaiting guidance from Bowman. For now, use the day you are running the report

Enter PIT Date PLUS 1 Day

Enter PIT Date

Include Entry/Exits from ES Data – YES

Include Services/Shelters from ES Data – NO

**Data Completeness Checks**

CoC Leads should use the 0632 HMIS APR to check data quality at the client and project level. A draft version of the report is available in the 1-Reports for end users / 2-APR for HMIS grants folder. Directions for how to run and review data quality are in the attached document and require the use of the ART feature Input Controls. This is a useful feature in ART but does require careful attention.

In addition, CHIN staff have reviewed the HUD Program Descriptor Data Elements (PDDE) in the system and completed those that we could. The PDDEs are the required elements that provide information about the agencies and projects in the CoC. The elements are required for both HMIS participating and non-participating agencies and projects.  The attached spreadsheet shows the information as it is in the system. It is important to check all of the information but we have highlighted the ones that need particular attention. Please collect this information from your agencies/projects. If you would like for CHIN staff to enter the info into the provider setup pages, send the completed spreadsheet back to us, with any changes/additions highlighted, and we will enter the information as quickly as we can.