

2022 PIT and HIC Reports

For HMIS Projects only
Updated January 19, 2021



NC COALITION to
HOMELESSNESS end



PIT and HIC Process

Point in Time and Housing Inventory Counts

One Night Count each year on the last Wednesday of January:

- January 26th this year!

Important community data for funding, stakeholders, and governance

- Deep data: covers HMIS and non-HMIS projects
- Consistent data: completed every year
- Consequential data: used by HUD, ESG Office, and others to determine funding for regions



Point in Time and Housing Inventory Counts

One Night Count each year on the last Wednesday of January:

- January 26th this year!

Data Collected:



People



Beds + Units

Type:



Unsheltered



Sheltered (ES + TH)



Permanent Housing
(RRH + PSH + OPH)



Combining Data & Reporting

NCCEH Staff will combine data and submit to HUD.

Type	For Point in Time Count (PIT)	For Housing Inventory Count (HIC)
Sheltered (ES +TH)	✓	✓
Permanent Housing (RRH + PSH)		✓



Sheltered and Permanent Housing Count Role

ES, TH, RRH, PSH Program staff

- Confirm point of contact with NCCEH when they reach out this fall
- Ensure information is ready and available for clients served 1/26/2022
 - Must be entered into HMIS!
- Respond to NCCEH with program, funding, bed/unit and capacity information in January/February

Timelines & Deadlines: HMIS participating ES, TH, RRH, PSH Count

Pre-PIT Night

Complete Agency Check-In

Reserve time for Data Entry

Confirm basic information for current clients

PIT Night January 26

Data Collection

Data Entry

Post-PIT Night January 27- February 4

Reports run by NCCEH

Review reports and correct

Notify NCCEH assigned staff complete

Final Review of PIT and HIC February

Respond to NCCEH staff questions



Submission steps



1. Find your reports
 - ✓ In ART: 0628 HIC Supplement & 0630a Sheltered PIT report
 - ✓ In Email Only: REQ101 Housing Inventory Count



2. Review your reports for accuracy and completeness
3. Make corrections
 - ✓ Ask Data Center for help!
 - ✓ Tell the Data Center when corrections are done



4. Confirm accurate reports

All Data will be finalized within 1 week!



Find Your Reports

PIT and HIC reports are run separately for each HMIS project

Homeless Projects have different reports than Permanent Housing Projects

Project Type	0628 HIC Supplement	REQ101 Housing Inventory Count	0630a Sheltered-Unsheltered PIT 2019
ES & TH		✓	✓
RRH & PSH	✓	*Facility-Based	

Find Your Reports

How Reports are pulled

Good News - You don't have to run the reports. We will!

- Initial Reports are run by the Data Center 1/27
- After corrections, you can run Reports by yourself or Request from the Data Center

Where Reports are pulled

0628 and 0630a Client Reports for each of your projects

- will run in the Agency Admin's ART Inbox and you'll receive an announcement email
 - If your agency wants the reports to be run elsewhere, please tell us know

REQ 101 Inventory Reports for ES, TH, and Facility-Based RRH/PSH Projects

- will be emailed to Agency Admins and points of contact



Review Your Reports

Look for reports labeled with the year, NCCEH, the project type, and the project number:

ART Browser		
▼ Inbox		
2022 NCCEH TH #5363 - 0630a - Sheltered-Unsheltered PIT 2021 - v27	2022-01-20 08:10	
2022 NCCEH ES #5837 - 0630a - Sheltered-Unsheltered PIT 2021 - v27	2022-01-20 08:07	
2022 NCCEH RRH #6131 - 0628 - HIC Supplement - v11	2022-01-20 08:06	

Run year Data Center ran this Project Type HMIS ID Number

Date report was scheduled

Review Your Reports

How do you know if your data is accurate?



Check for the correct entries and exits

- Complete households



Check for missing client details

- Demographics
- Disabling Conditions
- Chronic Homelessness questions
- Client Location
- Housing Move-In Date



Check for children only households (child alone)



Abbreviations in PIT/HIC Reports

Race includes both Primary and Secondary Race responses from the Client Profile Tab

Column	Abbreviation	Meaning
Race	B	Black or African American or African
Race	W	White
Race	A	Asian or Asian American
Race	N	Native Hawaiian or Pacific Islander
Race	I	American Indian or Alaskan Native or Indigenous
Race	Multi	Different races selected for Primary and Secondary
Race	D	Client Doesn't Know/Client Refused
Race	M	Missing or non-HUD values



Abbreviations in PIT/HIC Reports

Other sub-populations correspond to specific questions in the Entry Assessment

Homeless History

Column	Abbreviation	Meaning
Disab YN	Y	Yes for Disabling Condition
Disab YN	N	No for Disabling Condition
DV	Y	Domestic Violence Survivor
DV	N	Not a Domestic Violence Survivor
DV Flee	Y	Yes for Currently Fleeing from DV
DV Flee	N	No for Currently Fleeing from DV
CH	X	Was Chronically Homeless upon entry
CH	[blank]	Was not Chronically Homeless upon entry
Fam	AC	Adults with Children Household
Fam	A	Adults (multiple) without children
Fam	Sa	Single Adult
Fam	AM or ACM	At least one Household member is missing age

Gateway Question + Specific Disability + Follow-Up Long-Continued Question



Review Your Reports

0628 – HIC Supplement

- Only counts clients in permanent housing with Housing Move-In Dates

	A	B	C	D	E	F	G	H	I	J
1	Prog Type	Providers Reporting Information in this Report	Adult Child		Adult Only		Child Only		Count Client Unique Id	
2			Count Households	Count Clients	Count Households	Count Clients	Count Households	Count Clients		
3	RRH	Heading Home - Rowan County - RRH - HUD(8749)	1	2	2	2	0	0	4	
4	RRH		1	2	2	2	0	0	4	
5										
6		Total ALL:	1	2	2	2	0	0	4	
7										

Tab A - HIC Client Count | Tab B - Populations | Tab C - Subpopulations | Tab D - Client Detail

Confirm client totals for each tab

Review Your Reports

0628 – HIC Supplement

- Check the HH Group to make sure households are complete

Click to
Expand Columns to
see all of the data

	A	B	C	D	E	F	G	H	I	J	K	L	N	O	P	R	S	T	U
1	HH Group	Client Id	Client Unique Id 4	Age	Gender	Eth	Race Abbv	Disa	HoH Relate	Ye t	DY	CH	EE Provider	EE Start	EE Exit	Prog Type	Move-In Date	Fa m	
2	875303	437167		22	F	Non-Hisp	B	N	Self	N	N		Heading Home - Rowan County - RRH - HUD(5749)	3/1/2017		RRH	3/3/2017	AC	
3		437168		2	F	NON-Hisp	B	N	Child	N	N		Heading Home - Rowan County - RRH - HUD(5749)	3/1/2017		RRH	3/3/2017	AC	
4	901370	458737		23	F	NON-Hisp	B	N	Self	N	Y		Heading Home - Rowan County - RRH - HUD(5749)	#####		RRH	7/7/2017	Sa	
5	918301	432533		18	F	NON-Hisp	I	Y	Self	N	N		Heading Home - Rowan County - RRH - HUD(5749)	#####		RRH	#####	Sa	
6																			
7	Filters applied to Tab D - Client Detail																		
8	No Filter on Tab D - Client Detail																		

Tab A - HIC Client Count | Tab B - Populations | Tab C - Subpopulations | **Tab D - Client Detail** | ... (+) | <

Review Your Reports

0628 – HIC Supplement

- Be sure to confirm all moved-in clients are accurate

Click to
Expand Columns to
see all of the data

	A	B	C	D	E	F	G	H	I	J	K	L	N	O	P	R	S	T	U
1	HH Group	Client Id	Client Unique Id 4	Age	Gen	Eth	Race Abbv	Di	H/H Relate	Ye t	DY	CH	EE Provider	EE Start	EE Exit	Prog Type	Move-In Date	Fa m	
2	875303	437167		22	F	Non-Hisp	B	N	Self	N	N		Heading Home - Rowan County - RRH - HUD(5749]	3/1/2017		RRH	3/3/2017	AC	
3		437168		2	F	Non-Hisp	B	N	Child	N	N		Heading Home - Rowan County - RRH - HUD(5749]	3/1/2017		RRH	3/3/2017	AC	
4	901370	458737		23	F	NON-Hisp	B	N	Self	N	Y		Heading Home - Rowan County - RRH - HUD(5749]	6/12/2017		RRH	7/7/2017	Sa	
5	918301	432533		18	F	NON-Hisp	I	Y	Self	N	N		Heading Home - Rowan County - RRH - HUD(5749]	6/15/2017		RRH	7/28/2017	Sa	
6																			
7	Filters applied to Tab D - Client Detail																		
8	No Filter on Tab D - Client Detail																		

Tab A - HIC Client Count | Tab B - Populations | Tab C - Subpopulations | **Tab D - Client Detail** | ... (+) | <



Review Your Reports

0630a – Sheltered PIT Report

- What's missing?

	A	B	C	D	E	F	G	H
36	Total Number of Households	0			0	0		
37	Total Number of Persons	0			0	0		
	ALL HOUSEHOLDS							
38								
39								
40	Households without Children							
41	Total Number of Households	20	0	0	0	20		
42	Total Number of Persons (Adults)	20	0	0	0	20		
43	Number of Young Adults (Age 18-24)	2	0	0	0	2		
44	Number of Adults (Over Age 24)	18	0	0	0	18		
45	Number of Persons with Missing DOB	0	0	0	0	0		
46								
47	Gender							
48	Female	1	0	0	0	1		
49	Male	19	0	0	0	19		
50	Transgender	0	0	0	0	0		
51	Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0		
52	Client Doesn't Know / Client Refused	0	0	0	0	0		
53	Missing / Non-HUD	0	0	0	0	0		
54								
55	Ethnicity							

Confirm client totals for each tab



Tab A - Homeless Pop

Tab B - Veteran Households

Tab C - Youth Households

Tab D - Homele ...

Review Your Reports

0630a – Sheltered PIT Report

- Who's missing?

	A	B	C	D	E	F	G	H
36	Total Number of Households	0			0	0		
37	Total Number of Persons	0			0	0		
	ALL HOUSEHOLDS							
38								
39		Sheltered			Unsheltered	Total		
40	Households without Children	Emergency	Transitional	Safe Haven				
41	Total Number of Households	20	0	0	0	20		
42	Total Number of Persons (Adults)	20	0	0	0	20		
43	Number of Young Adults (Age 18-24)	2	0	0	0	2		
44	Number of Adults (Over Age 24)	18	0	0	0	18		
45	Number of Persons with Missing DOB	0	0	0	0	0		
46								
47	Gender							
48	Female	1	0	0	0	1		
49	Male	19	0	0	0	19		
50	Transgender	0	0	0	0	0		
51	Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0		
52	Client Doesn't Know / Client Refused	0	0	0	0	0		
53	Missing / Non-HUD	0	0	0	0	0		
54								
55	Ethnicity							

	Tab A - Homeless Pop	Tab B - Veteran Households	Tab C - Youth Households	Tab D - Homele ...
Confirm client totals for each tab				

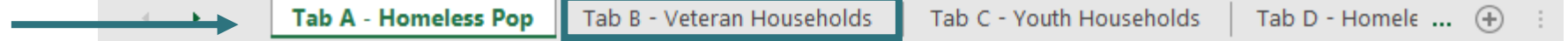
Review Your Reports

0630a – Sheltered PIT Report

- Who's missing?

	A	B	C	D	E	F	G	H
36	Total Number of Households	0			0	0		
37	Total Number of Persons	0			0	0		
	ALL HOUSEHOLDS							
38								
39		Sheltered			Unsheltered	Total		
40	Households without Children	Emergency	Transitional	Safe Haven				
41	Total Number of Households	20	0	0	0	20		
42	Total Number of Persons (Adults)	20	0	0	0	20		
43	Number of Young Adults (Age 18-24)	2	0	0	0	2		
44	Number of Adults (Over Age 24)	18	0	0	0	18		
45	Number of Persons with Missing DOB	0	0	0	0	0		
46								
47	Gender							
48	Female	1	0	0	0	1		
49	Male	19	0	0	0	19		
50	Transgender	0	0	0	0	0		
51	Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0		
52	Client Doesn't Know / Client Refused	0	0	0	0	0		
53	Missing / Non-HUD	0	0	0	0	0		
54								
55	Ethnicity							

Confirm client totals for each tab





Inventory & Utilization

Make Corrections: Utilization Rates

1 client



1 bed



$1 \div 1 = 100\%$ Utilization

4 clients



2 beds



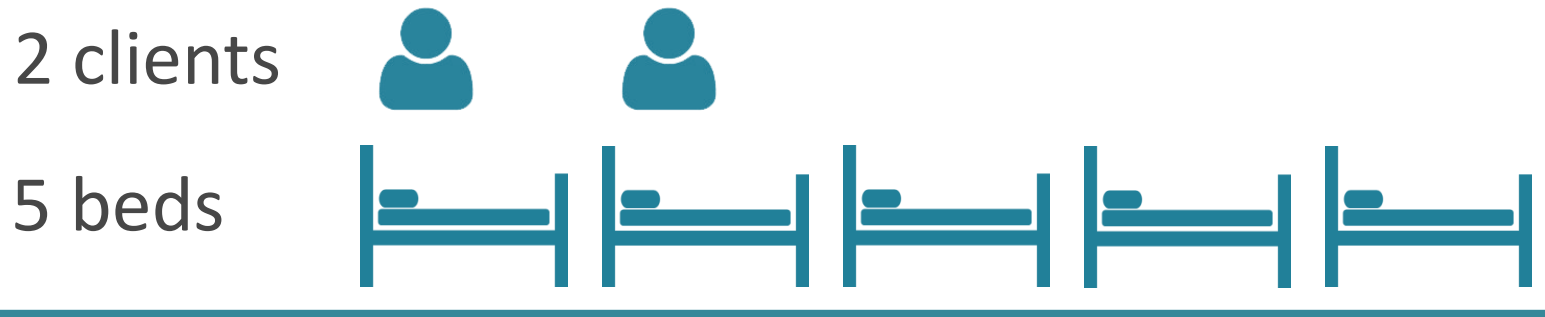
$4 \div 2 = 200\%$ Utilization



*The percentage of Beds occupied on a given night must fall between 65% -105%



Does this make sense?



$$2 \div 5 = \mathbf{40\%} \text{ Utilization}$$



*The percentage of Beds occupied on a given night must fall between 65% -105%



Three Elements to Inventory



Household Type Housing Type Availability

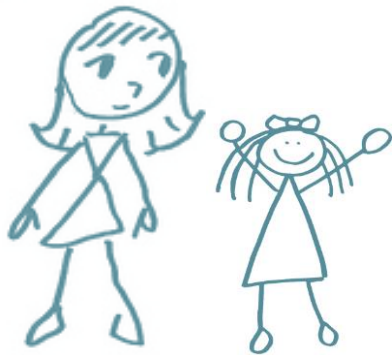
Household Types for beds

Determined by Age

Adult: anyone 18 years or older

Child: anyone 17 years or younger

1



Households with at least one adult and one child

2



Households without children

3



Households with only children



NCCEH

What if your beds are not limited by household type?

If your project does not divide beds by household type:

1. Use the proportion used by each household type on the PIT night
2. Estimate typical divisions, such as 1/3 families, 2/3 single adults
3. Average the number of beds for each household type over a period of time, like a week or a month

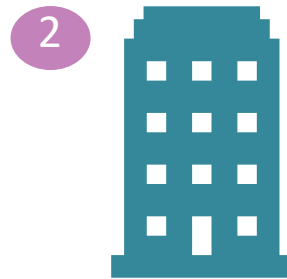
The Data Center
can help!



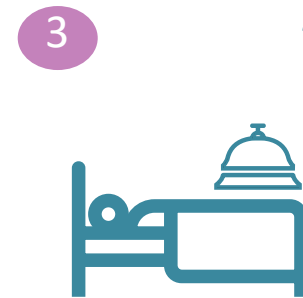
Housing Types for beds



Site-Based –
clustered/multiple sites



Site-Based – single site



Tenant based –
clustered/multiple sites



Availability Types for beds

Beds are included into utilization according to their availability to clients

1



Year-round

2



Overflow

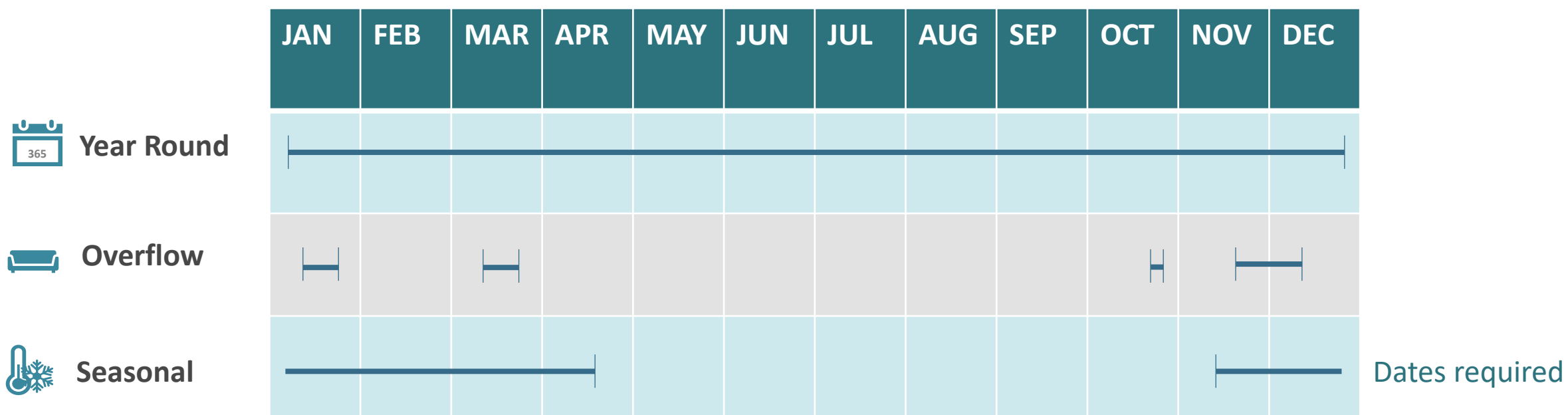
3



Seasonal



Availability Types for beds



REQ101 Housing Inventory Report

ES & TH projects: confirm your inventory

- Scroll left to right for details
- Expand columns to see full project name

Click to Expand Columns
to see all of the name



	A	B	C	D	E	F
1	Project Type <input type="checkbox"/>	Organization N <input type="checkbox"/>	Org Id <input type="checkbox"/>	Project Name <input type="checkbox"/>	Project Id <input type="checkbox"/>	Status <input type="checkbox"/>
2	ES	Heading Home Ho	7529	Heading Home Housing - Rowan County - Hotel/Motel - ES - ESG CV	20326	A
3	ES	Heading Home Ho	7529	Heading Home Housing - Rowan County - Emergency Shelter - ES - Private	7530	A



REQ101 Housing Inventory Report

Review inventory details for the night of PIT Count

Column	Response Options	Meaning
Bed Type	V	Voucher (beds that vary)
Bed Type	F	Facility based (physical beds)
MckV Funded	Yes	Funded by ESG, CoC, or other HUD funding
MckV Funded	N	Not funded by ESG or CoC grants
Victim Service Provider	No	Not funded specifically to serve clients fleeing Domestic Violence (Category 4 Homeless)
Target Population	N/A	Neither DV nor HIV targeted funding (only 3 options)
Inventory Start Date	MM/DD/YYYY	Estimated first day when total inventory was active



REQ101 Housing Inventory Report

Review inventory details for the night of PIT Count

Column	Meaning
HH w Child	# of Households with Children (adults and kids 17 or younger)
HH w Child – beds	# of beds for Households with Children
HH w Child – units	# of units (rooms) for Households with Children
HH w Child – HMIS Beds	# of beds for Households with Children participating on HMIS (should equal above number of beds)
HH w/o Child	# of Households without Children (adults over 18 only)
HH w/o Child – beds	# of beds for Households without Children
HH w/o Child – units	# of units (rooms) for Households without Children
HH w/o Child – HMIS Beds	# of beds for Households without Children participating on HMIS (should equal above number of beds)



REQ101 Housing Inventory Report

Review inventory details for the night of PIT Count

Column	Meaning
HH Child Only	# of Households with only Children (kids 17 or younger)
HH Child Only – Beds	# of beds for Children Only households
HH Child Only – Units	# of units (rooms) for Children Only households
HH Childs Only – HMIS Beds	# of beds for Children Only households participating in HMIS (should be equal to above number of beds)



REQ101 Housing Inventory Report

Review inventory details for the night of PIT Count

Column	Meaning
Seasonal Beds	# of beds open for a portion of the year (every night November-February)
Seasonal Units	# of units Seasonal Beds are used in
Seasonal HMIS Beds	# of seasonal beds participating in HMIS (should be equal to total seasonal beds)
Overflow Beds	# of beds open occasionally (cold weather beds for certain temperatures)
Overflow Units	# of units Overflow Beds are used in
Overflow HMIS Beds	# of overflow beds participating in HMIS (should be equal to total overflow beds)



REQ101 Housing Inventory Report

Review inventory details for the night of PIT Count

Column	Meaning
Chron Hmls Vet Bed	Beds dedicated solely to Chronically Homeless Veterans
Youth Vet Bed	Beds dedicated solely to Youth Veterans (18-24)
Any Other Vet Bed	Beds dedicated solely to Veterans
Chron Hmls Youth Bed	Beds dedicated solely to Chronically Homeless Youth
Any Other Youth Bed	Beds dedicated solely to Youth
Any Other Chron Hmls Bed	Beds dedicated to Chronically Homeless clients
Non-Dedicated Bed	Beds open to any client, regardless of homeless history, age, or veteran status



Review Your Reports

If the inventory isn't correct, what do you do?

Contact the Data Center! We'll make the Inventory changes in HMIS:

- When did the change occur?
- What is the new total number of beds and units
- Are they dedicated to one type of household? How are they divided between HUD's household types?
- Are they dedicated to Veterans, Youth, or Chronically Homeless clients?





HMIS Corrections

Make Corrections: Entries & Exits

Clients who were not staying at/being served by your project












(11) Evans, James, Jr.
Release of Information: None

-Switch to Another Household Member- ▾ Submit

Client Information Service Transactions

Summary Client Profile Households ROI **Entry / Exit** Case Managers Case Plans Assessments

i Reminder: Household members must be established on Households tab before creating Entry / Exits

Entry / Exit						
Program	Type	Project Start Date	Exit Date	Interims	Follow Ups	Client Count
 Heading Home - Rowan County - Emergency Shelter - State ESG (7389)	HUD	 07/18/2018				
 Heading Home - Rowan County - Emergency Shelter - State ESG (7389)	HUD	 07/18/2018	 12/20/2018			

Add Entry / Exit

Showing 1-2 of 2

Remove Duplicate Entries




Make Corrections: Entries & Exits















Exit clients who were not staying at/being served by your project

Client Information | **Service Transactions**

Summary | Client Profile | Households | ROI | **Entry / Exit** | Case Managers | Case Plans | Assessments

 Reminder: Household members must be established on Households tab before creating Entry / Exits

Entry / Exit

	Program	Type		Project Start Date		Exit Date	Interims	Follow Ups	Client Count	
	Heading Home - Rowan County - Rapid Re-Housing - State ESG (7390)	HUD		12/05/2018						
	Heading Home - Rowan County - Emergency Shelter - State ESG (7389)	HUD		07/18/2018						

| Showing 1-2 of 2

Exit clients accurately

Make Corrections: Entries & Exits

RRH & PSH: add Housing Move-In Dates for households (if moved-in)

Client Information | **Service Transactions**

Summary | Client Profile | Households | ROI | **Entry / Exit** | Case Managers | Case Plans | Assessments

i Reminder: Household members must be established on Households tab before creating Entry / Exits

Entry / Exit

	Program	Type		Project Start Date		Exit Date	Interims	Follow Ups	Client Count		
	Heading Home - Rowan County - Rapid Re-Housing - State ESG (7390)	HUD		12/05/2018							
	Heading Home - Rowan County - Emergency Shelter - State ESG (7389)	HUD		07/18/2018							

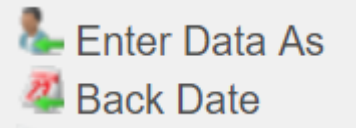
Showing 1-2 of 2

Use Interims to record Housing Move-In Dates



Make Corrections: Missing data

Always, always check your **Enter Data As** and **Backdate** modes
Demographics don't change, so backdate will be the client's start date



Make Corrections: Child Alone















Children under 18 rarely enter projects alone. Check for extra Entries:

Client Information | **Service Transactions**

Summary | Client Profile | Households | ROI | **Entry / Exit** | Case Managers | Case Plans | Assessments

Entry / Exit

Reminder: Household members must be established on Households tab before creating Entry / Exits

	Program	Type		Project Start Date	Exit Date	Interims	Follow Ups	Client Count	
	Heading Home - Rowan County - Emergency Shelter - State ESG (7389)	HUD		07/18/2018					
	Heading Home - Rowan County - Emergency Shelter - State ESG (7389)	HUD		07/18/2018					

Add Entry / Exit | Showing 1-2 of 2

Remove Duplicate Entry →

Make Corrections: Child Alone

If the correct entry is not in the child's Entry/Exit Tab, use the [Households Guide](#) to correct

ClientPoint Entries and Exits with households

Now that you have created your household, every time you enroll or exit (or provide a service) for your client you will see the "Household Members" section. It will list your household members, each with a check box by their name:

Household Members



To include Household members for this Entry / Exit, click the box beside each name. Only members from the SAME Household may be selected.

(9) Single Parent

- (103) Billy, Bobby
- (104) Billy, Betty
- (105) Billy, Brandy



Make Corrections: Missing data

Client Demographics

Client Information | **Service Transactions**

Summary | **Client Profile** | Households | ROI | Entry / Exit | Case Managers | Case Plans | Assessments

Client Record Issue ID Card

Name	Evans, James, Jr.
Name Data Quality	Full Name Reported
Alias	J.J.
Social Security	***-**-5555
SSN Data Quality	Full SSN Reported (HUD)
U.S. Military Veteran?	No (HUD)
Age	

Client Demographics Change Clear

Date of Birth	
Date of Birth Type	
Gender	

How to Update Vet Status?




Make Corrections: Missing data

Client Demographics


Click the pencil


Client Information | **Service Transactions**

Summary | **Client Profile** | Households | ROI | Entry / Exit | Case Managers | Case Plans | Assessments

 **Client Record** Issue ID Card

Name	Evans, James, Jr.
Name Data Quality	Full Name Reported
Alias	J.J.
Social Security	***-**-5555
SSN Data Quality	Full SSN Reported (HUD)
U.S. Military Veteran?	No (HUD)
Age	


Change Clear

 **Client Demographics** 🔒

Date of Birth	
Date of Birth Type	
Gender	

Make Corrections: Missing data

Client Demographics

Change the dropdown as needed →

Client Record

⚠ Editing the Client Record Information could affect the Unique ID and the Client Search.


Client Record

Name	First James	Middle	Last Evans	Suffix Jr.
Name Data Quality	Full Name Reported ▼			
Alias	J.J.			
Social Security	... - .. - 5555			
SSN Data Quality	Full SSN Reported (HUD) ▼			
U.S. Military Veteran?	No (HUD) ▼			

Save Cancel

Make Corrections: Missing data

Client Demographics

 Client Demographics	
Date of Birth	11/21/1985
Date of Birth Type	Full DOB Reported (HUD)
Gender	Female
Primary Race	Black or African American (HUD)
Secondary Race	
Ethnicity	Non-Hispanic/Non-Latino (HUD)

Remember:

Secondary Race can be blank! It's not required.



Make Corrections

Once corrections are done, contact the Data Center so we can re-run the reports for you!



Submit Your Reports

Confirm your data is complete and accurate by emailing Helpdesk

We will likely have follow-up questions

- Why did the number of clients or beds change?
- RRH & PSH projects: what is the most common Zip Code for moved-in clients?



Resources

Training & Knowledge > Other Resources > Reporting Guides

- ART Reports:
 - [Guide to Recommended Reports in HMIS](#)
 - [Prompts for the 0640 Data Quality Report for One Project and Reporting Groups](#)
 - [How to Run the 0640 Data Quality Report](#)
 - [Guide to Run All Client Demographics Report](#)
 - [Guide for Annual Assessment Reports](#)
 - [How to Run System Performance Measures Locally](#)
 - [BoS By Name List Report Guide](#)
 - [Point in Time and Housing Inventory Count Reports \(2022\)](#)
 - [2022 Recording](#)
 - [0628 PIT Correction Guide](#)
 - [0630a PIT Correction Guide](#)
 - [REQ101 HIC Correction Guide](#)
 - [Guide to B005 Unsheltered Contact Information Report](#)
- Reports to Monitor and Improve Data Quality
 - [HUD Reporting Correction Guide](#)



Contact NCCEH

hello@ncceh.org

919.755.4393

NCEndHomelessness 

@NCHomelessness 

nc_end_homelessness 

Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997



NCCEH