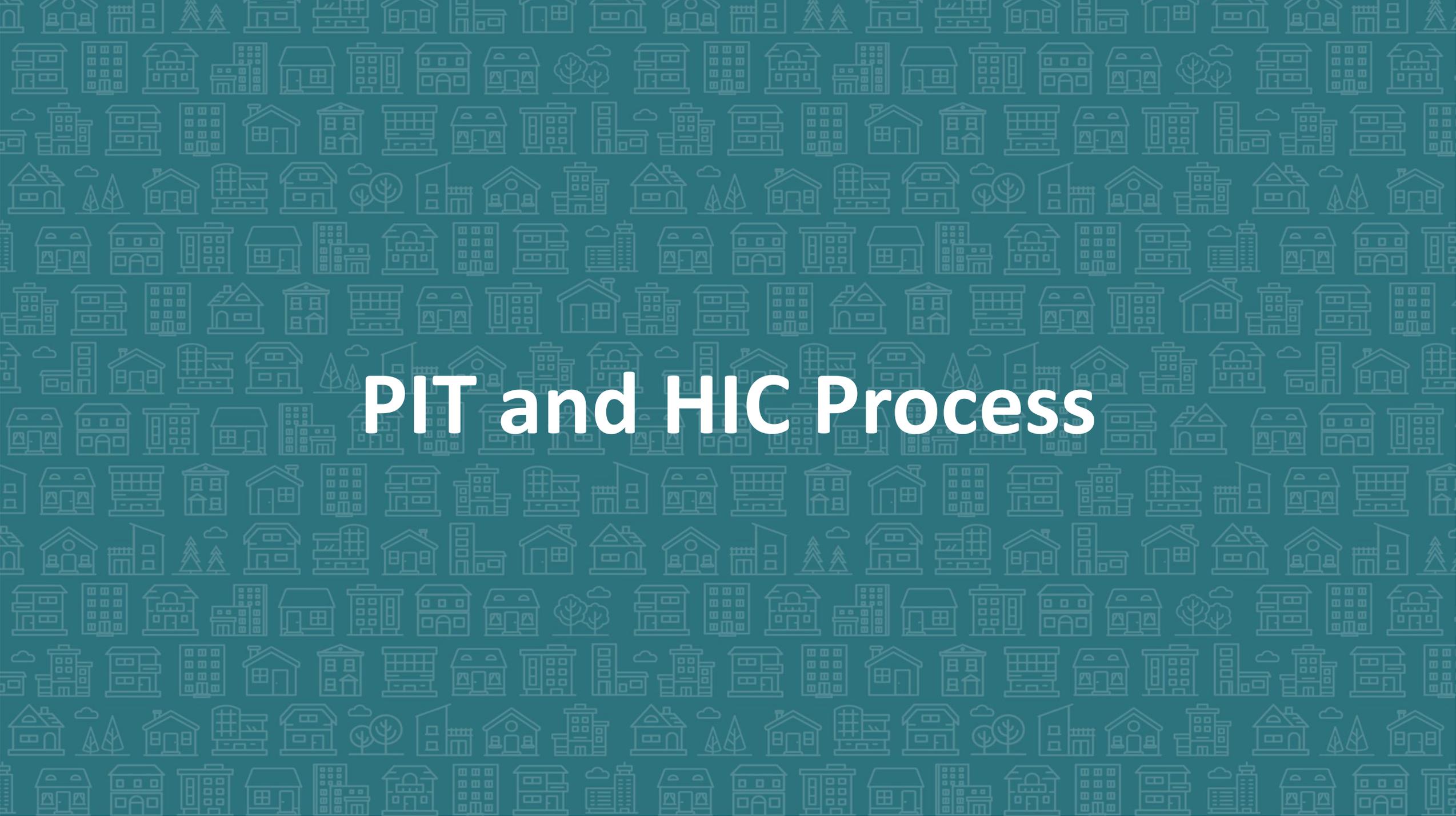# 2022 PIT and HIC Reports

For HMIS Projects only
Updated January 19, 2021

NC COALITION to end
HOMELESSNESS

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
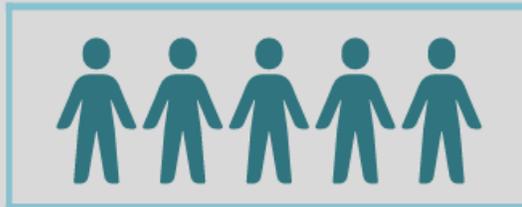
NCCEH

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)

NCCEH

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)		✓

NCCEH

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

NCCEH

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

NCCEH

Submission steps

1/26

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

2/4

4. Confirm accurate reports via email

All Data will be finalized within 1 week!

NCCEH

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

Join us for HMIS Happy Hour 1/28 @ 9am!

NCCEH

People Count Reports

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	0630a Sheltered-Unsheltered PIT	REQ101 Housing Inventory Count
ES & TH		✓	✓
RRH & PSH	✓		*Facility-Based

NCCEH

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 Reports
- 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

Find 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

NCCEH

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

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

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

NCCEH

Review Your Reports

0628 – HIC Supplement

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

	A	B		Adult Child		Adult Only		Child Only		Count Client Unique Id
	Prog Type	Providers Reporting Information in this Report		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

NCCEH

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	Gend	Eth	Race Abbv	Di sa	HoH Relate	Ye t	DV	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**

NCCEH

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	Gend	Eth	Race Abbv	Di sa	HoH Relate	Ve t	DV	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** | ...

NCCEH

Review Your Reports

0630a – Sheltered PIT Report

- What's missing?

	A	B	C	D	E	F
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**							

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**							

Tab A - Homeless Pop | Tab B - Veteran Households | Tab C - Youth Households | Tab D - Homele ...

Confirm client totals for each tab →

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)

NCCEH

Inventory & Utilization

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

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What if your beds are <u>not</u> limited by household type?

If your project does not divide beds by household type:

The Data Center can help!

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

NCCEH

Housing Types for beds

1 Site-Based – clustered/multiple sites
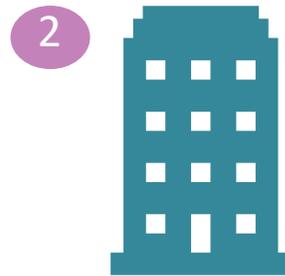
2 Site-Based – single site
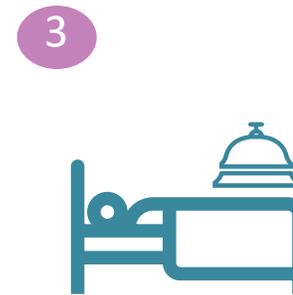
3 Tenant based – clustered/multiple sites

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Availability Types for beds

Beds are included into utilization according to their availability to clients

1

365

Year-round

2

Overflow

3

Seasonal

NCCEH

Availability Types for beds

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Year Round	├──┤
Overflow	├─┤		├─┤							├─┤	├───┤	
Seasonal	├────────────────┤										├──────┤	Dates required

NCCEH
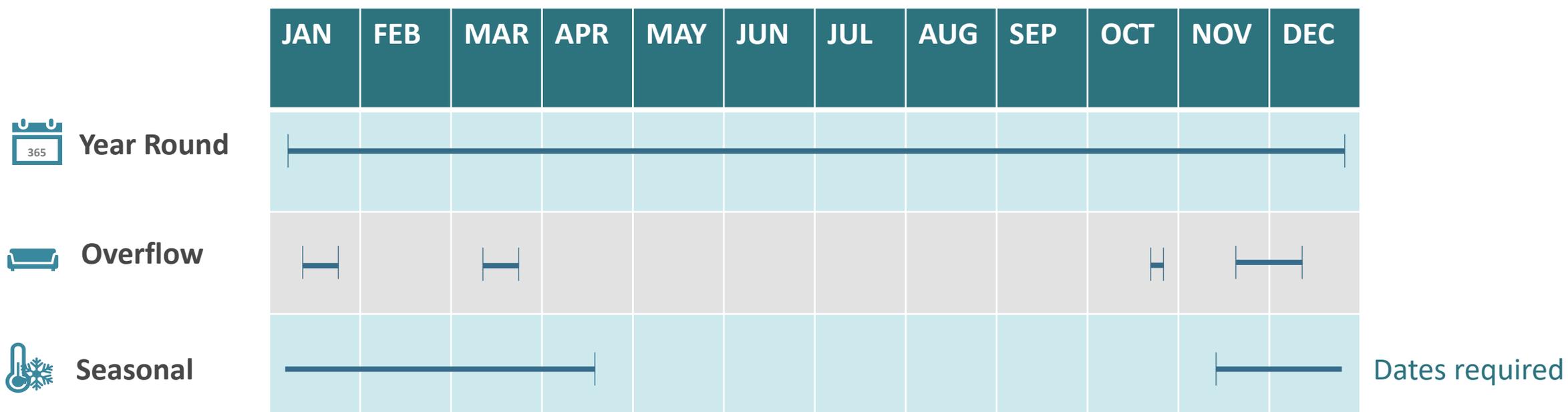
REQ101 Housing Inventory Report

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 ▼	Organization N ▼	Org Id ▼	Project Name ▼	Project Id ▼	Status ▼
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

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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

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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)

NCCEH

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)

NCCEH

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)

NCCEH

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

NCCEH

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?

NCCEH

Submit Your Reports

How to Submit
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?

NCCEH
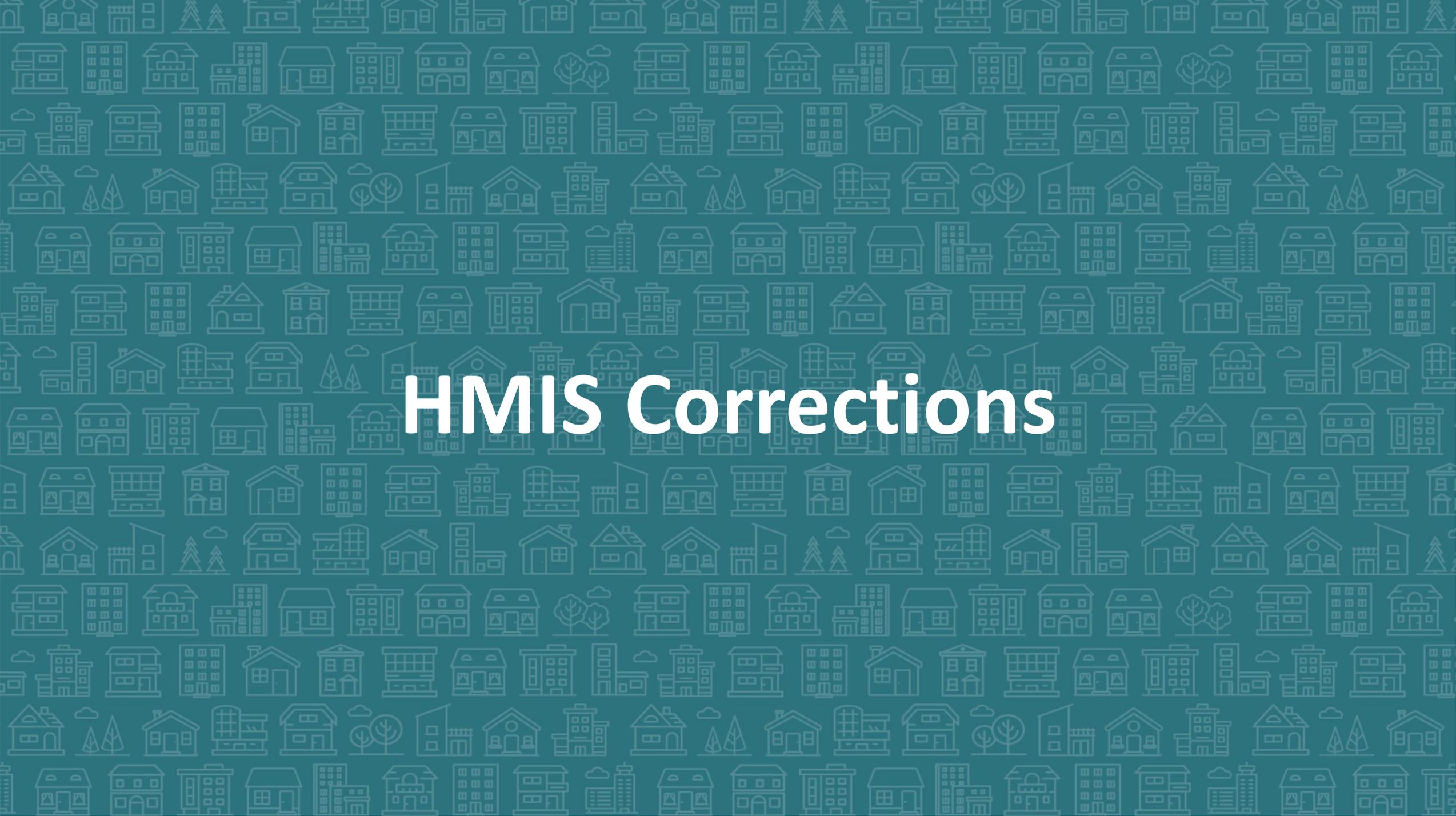
HMIS Corrections

Make Corrections: Utilization Rates

1 client

1 bed

1 ÷ 1 = **100% Utilization**

4 clients

2 beds

4 ÷ 2= **200% Utilization**

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

NCCEH

Does this make sense?

2 clients

5 beds
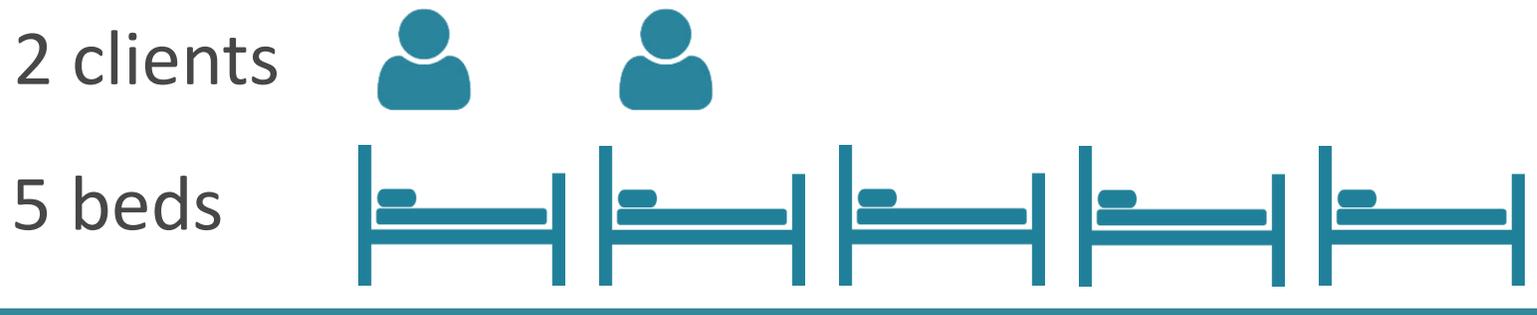
2 ÷ 5 = **40%** Utilization

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

NCCEH

Make Corrections: Entries & Exits

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

Remove Duplicate Entries

Make Corrections: Entries & Exits

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

Make Corrections: Entries & Exits

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

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
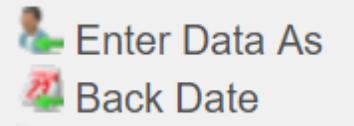
Make Corrections: Child Alone

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

Remove Duplicate Entry →

	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	✏		📋	📋	🔍1	📎
🗑	Heading Home - Rowan County - Emergency Shelter - State ESG (7389)	HUD	✏	07/18/2018	✏		📋	📋	🔍5	📎

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

Add Entry / Exit   Showing 1-2 of 2

NCCEH

Make Corrections: Child Alone

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

Make Corrections: Missing data

Client Demographics

How to Update Vet Status? →

Make Corrections: Missing data

Client Demographics

Click the pencil →

Make Corrections: Missing data

Client Demographics

Change the
dropdown
as needed →

Make Corrections: Missing data

Client Demographics

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

🖉 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)

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Make Corrections

Once corrections are done, you can re-run the reports to see if the issues are gone!

- Or, contact the Data Center so we can re-run the reports for you. (Limit once per week)

NCCEH

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
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  - Guide to B005 Unsheltered Contact Information Report
- Reports to Monitor and Improve Data Quality
  - HUD Reporting Correction Guide

Join us for HMIS Happy Hour 1/28 @ 9am!

NCCEH

Contact NCCEH

hello@ncceh.org

919.755.4393

Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997

NCCEH