Preparing for PIT/HIC

How to run, read & submit your PIT/HIC report

NC COALITION to end HOMELESSNESS

What is PIT/HIC?

- Point-in-time (PIT)
  - One-day unduplicated count of sheltered and unsheltered homeless individuals and families in the country.

- Housing Inventory Count (HIC)
  - One-day unduplicated count of all shelter, transitional housing, and permanent housing resources available exclusively for people experiencing homelessness.

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Why is PIT/HIC Important?

- Provides a snapshot of who is experiencing homelessness on a given night and the temporary and permanent housing resources available to meet their needs.

- Information can be used for funding, stakeholders, and governance

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Point-in-time (PIT) & Housing Inventory Count (HIC)

- PIT night for CoC's will take place this month!
  - Balance of State – Jan 31st
  - Durham & Orange – Jan 24th
- Users should prepare by confirming as data completeness for current clients

October- December

PLANNING
Project Planning
Training
Finalizing Tools

ACTION
Data Collection
and Reporting
to NCCEH

January 31st-
February 21st

February- April

SUBMISSION
Confirm/Clean Data
Resolve Errors
Enter into HDX

WRAP-UP
Updates to HMIS
Analysis

April- May

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Pull Your BOb Reports

Which report depends on the project's type:

Project Type	D006 – 0628 HIC Supplement	D007 – 0630a Sheltered PIT
Rapid Re-Housing (RRH) Permanent Supportive Housing (PSH) Other Permanent Housing (OPH)	✔	
Emergency Shelter (ES) Transitional Housing (TH)		✔

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Run your reports

Report Path in BusinessObjects

- Folders
  - \<Public Folders\<hmisncceh_live_folder
    - \<HMIS@NCCEH Gallery
      - \< D007 - 0630a – Sheltered PIT & D006 - 0628 - HIC Supplement
        - \<Schedule

Review Your Reports

How do you know if your data is accurate?

Check for the correct entries and exits
- Complete and accurate households

Check for missing details about client
- Demographics
- Disabling Conditions
- Chronic Homelessness questions
- Enrollment CoC
- Domestic Violence Survivor
- Housing Move in Date (HMID)

Check for Children Only households (child alone)

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Abbreviations in PIT/HIC Reports

Column	Abbreviation	Meaning
Race and Ethnicity	H	Hispanic/Latina/e/o
Race and Ethnicity	A	Asian or Asian American
Race and Ethnicity	B	Black or African American or African
Race and Ethnicity	I	American Indian or Alaskan Native or Indigenous
Race and Ethnicity	MENA	Middle Eastern or North African
Race and Ethnicity	Multi	Different races selected
Race and Ethnicity	N	Native Hawaiian or Pacific Islander
Race and Ethnicity	W	White
Race and Ethnicity	DKR	Client Doesn't Know/Client Prefers Not to Answer (Refused)
Race and Ethnicity	DNC	Missing or non-HUD values

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Abbreviations in PIT/HIC Reports

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

'Determination' Question

Homeless History

Column	Abbreviation	Meaning
Disab YN	Y	Yes for Disability Type
Disab YN	N	No for Disability Type
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

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Making sense of the Housing Inventory Count

There are follow-up questions that you'll receive via Helpdesk emails:

- Confirming your federal funding source (including Grant ID)
- Confirming Address/location
  - Most common Zip Code for tenant-based or scattered site projects
- Confirming Bed and Unit Inventory
  - Dedicated beds to Chronically Homeless, Veterans, or Youth
  - Explaining utilization

You can submit the Bed & Unit Inventory Update Form

If we can confirm this info before PIT night, we will!

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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%

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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%

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Common errors

- Any minor entering a project at 17 should answer all questions relative to adults

- All HUD Verification sub-assessments questions need to be answered

- Start Date, End Date & Information Date should match for Current Living Situation

- Unexited clients

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How to ensure a smooth PIT/HIC process

- Confirm your point of Contact

- Ensure your clients served on PIT night are entered in HMIS

- Respond to NCCEH emails/calls on funding, bed & unit inventory and capacity information through January & February
  - RRH, PSH, and OPH projects should also have a most common zip code ready for housed clients

- Reserve time for data entry

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Submit your Report!

1/24

1. Pull your reports
   - ✓ D006 - 0628 HIC Supplement for RRH, PSH, OPH
   - ✓ D007 – 0630a Sheltered PIT report for ES, TH (and SSVF EHA)

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2. Review your reports

3. Make corrections
   - ✓ Ask Data Center for help!
   - ✓ Tell the Data Center when corrections are done

2/6

4. Submit accurate report: Zenguide, Webpage or Newsletter
   - • NC-502 Durham CoC
   - • NC-503 Balance of State CoC
   - • NC-513 Orange CoC

5. Respond to any follow-up questions from Helpdesk

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NC BoS Unsheltered & Non-HMIS Point in Time Count

Questions about Unsheltered and Non-HMIS data collection?

- **Unsheltered**: Go to your Regional Unsheltered Access Coordinator or CE Lead for local information (listed for each region/county on ncceh.org/bos/pithic)
- **Non-HMIS**: Contact the BoS Team for your PIT/HIC liaison at bos@ncceh.org

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PIT/HIC Resources

- HMIS Point-In-Time & Housing Inventory Count Process
- HMIS Point-In-Time & Housing Inventory Count (Ncceh webpage)
- D006 - 0628 Housing Inventory Count (HIC) Report Correction Guide
- D007 - 0630a Point in Time (PIT) Report Correction Guide

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What's Next Calendar

Due	Event Name
Jan 24th	Durham & Orange CoCs' Point in Time and Housing Inventory Count Night
Jan 31st	NC BoS Point in Time and Housing Inventory Count Night
Feb 6th	PIT Reports Submission Deadline
Feb 7th	Monthly Systems Updates Meeting
Feb 21st	HIC Questions Deadline (responses via email)
Mar 1st	A020 Data Quality Report Submission Deadline (October – January)

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Go to ncceh.org/events for all event details!

Questions?

Let's Troubleshoot!

Contact NCCEH

hello@ncceh.org

919.755.4393

Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997

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