

Point-in-Time Related Service Point Reports

Emergency Shelter, Homeless Motel Voucher Programs, & Transitional Housing Programs

Each continuum must complete a census for the last Wednesday of the month for all emergency shelters (including motel voucher programs) and transitional housing programs. This information is reported on the Housing Inventory Chart (HIC) maintained by the HMIS Lead in partnership with the HUD recognized Continuum of Care. The data is required of all agencies with the above-referenced program types regardless of funding or participation in HMIS.

Ensuring updated and accurate units and beds on the HIC is critical for determining unit and bed utilization for each continua. The HIC is used for the yearly HUD Homeless Data Exchange (HDX) submission required by the Continuum of Care Competition.

- (1) HMIS participating agencies will run ART report 0630 – Sheltered-Unsheltered PIT 2014 to generate the point-in-time data needed to complete the Housing Inventory Chart (HIC).
 - a. Location of the report: ART < Public Folder < (click Next) Point In Time and Housing Inventory Reports < **0630 – Sheltered-Unsheltered PIT 2014 – v9** (with and without client data) = there are 2 different reports.
 - b. The Prompts will be completed as follows:

Select Provider(s)	You can run the report by provider. OR
Select Provider CoC Code(s)	You can run the report for an entire continuum of care (COC).
EDA Provider	<i>Skip it</i>
Enter Effective Date	This should be the same date as “Enter PIT Date PLUS 1 Day.”
Enter PIT Date	Last Wednesday of the month
Enter PIT Date PLUS 1 Day	Last Thursday of the month
Include Entry/Exits from ES Data	<i>Skip it</i>
Include Services/Shelters from ES Data	<i>Skip it</i>

- (2) The report provides the following information in 5 tabs:
 - a. Tab A – Homeless Population
 - i. Household demographics for Emergency Shelter, Transitional Housing, Safe Haven, Unsheltered, and Total that includes total number of households and people, gender, ethnicity, and race.
 - ii. Demographics for Households with children, households without children, households with only children, veteran households with children, veteran households without children.
 - b. Tab B – Homeless Subpopulation
 - i. Chronic homeless individuals and families in Emergency Shelter, Safe Haven, and Total.
 - ii. Other homeless subpopulations including adults with serious mental illness, substance abuse disorder, HIV/AIDS, and Domestic Violence in Emergency Shelter, Transitional Housing, Safe Haven, Total, and Unsheltered.
 - c. Tab C – Client Detail (*if you selected the report with client detail*)
 - d. Tab D – Disability Detail

- e. Tab E – Additional Information
 - i. Breakdown by program regarding household types.
- (3) Non-HMIS participating agencies will utilize the Non-WISP PIT form to gather the same information that is required from the HMIS participating agencies to complete the HIC.

Rapid Re-Housing Programs

Each continuum must complete a rapid re-housing census for the month and report the information on the Housing Inventory Chart (HIC) referenced above. The data is required of all agencies with a rapid re-housing program regardless of funding or participation in HMIS.

*As a reminder, the only clients that will come up in this report are those clients enrolled in the Rapid Rehousing program **AND** received rental assistance during the reporting month.*

Ensuring updated and accurate units and beds on the HIC is critical for determining unit and bed utilization for each continua. The HIC is used for the yearly HUD Homeless Data Exchange (HDX) submission required by the Continuum of Care Competition.

- (1) HMIS participating agencies will run ART report – 0628 HIC Supplement to generate the monthly census data needed to complete the Housing Inventory Chart (HIC).
 - a. Location of the report: ART < Public Folder < (click Next) Point In Time and Housing Inventory Reports < **0628 – HIC Supplement – v1** (with and without client data) = there are 2 different reports.
 - b. The Prompts should be completed as follows:

Select Provider(s)	You can run the report by provider. OR
Select Provider CoC Code(s)	You can run the report for an entire continuum of care (COC).
EDA Provider	<i>Skip it</i>
Enter PIT Date PLUS 1 Day	Last Thursday of the month
Enter Start Date	This should be the first day of the reporting month. This means if you are running a July report the value would be 7/1/14.
Enter End Date PLUS 1 Day	This should be the first day of the following month. This means if you are running a July report the value would be 8/1/14.
Select Rental Assistance Service Code	<i>Skip it</i>
Include Entry/Exits from ES Data	<i>Skip it</i>
Include Services/Shelters from ES Data	<i>Skip it</i>

- (2) The report provides the following information in 6 tabs:
 - a. Tab A – HIC Client Count
 - i. Client and household count by household type: household with children, household without children, and household with only children.
 - b. Tab B – Population
 - i. Household demographics by project type and total that includes total number of households and people, gender, ethnicity, and race.

- ii. Demographics for Households with children, households without children, households with only children, veteran households with children, veteran households without children.
 - c. Tab C – Subpopulations
 - i. Chronic homeless individuals and families in Emergency Shelter, Safe Haven, and Total.
 - ii. Other homeless subpopulations including adults with serious mental illness, substance abuse disorder, HIV/AIDS, and Domestic Violence in Emergency Shelter, Transitional Housing, Safe Haven, Total, and Unsheltered.
 - d. Tab D – Client Detail
 - e. Tab E – Disability Detail
 - f. Tab F – Additional Information
- (3) Non-HMIS participating agencies will utilize the Non-WISP PIT form to gather the same information that is required from the HMIS participating agencies to complete the HIC.

Permanent Supportive Housing Programs

Each continuum must complete a census for the last Wednesday of the month for all permanent-supported housing programs and report the information on the Housing Inventory Chart (HIC) referenced above. The data is required of all agencies with a permanent supportive housing (PSH) program regardless of funding or participation in HMIS.

Ensuring updated and accurate units and beds on the HIC is critical for determining unit and bed utilization for each continua. The HIC is used for the yearly HUD Homeless Data Exchange (HDX) submission required by the Continuum of Care Competition.

- (1) HMIS participating agencies will run ART report – 0628 HIC Supplement to generate the monthly census data needed to complete the Housing Inventory Chart (HIC).
- a. Location of the report: ART < Public Folder < (click Next) Point In Time and Housing Inventory Reports < **0628 – HIC Supplement – v1** (with and without client data) = there are 2 different reports.
 - b. The Prompts should be completed as follows:

Select Provider(s)	You can run the report by provider. OR
Select Provider CoC Code(s)	You can run the report for an entire continuum of care (COC).
EDA Provider	<i>Skip it</i>
Enter PIT Date PLUS 1 Day	Last Thursday of the month
Enter Start Date	This should be the first day of the reporting month. This means if you are running a July report the value would be 7/1/14.
Enter End Date PLUS 1 Day	This should be the first day of the following month. This means if you are running a July report the value would be 8/1/14.
Select Rental Assistance Service Code	<i>Skip it</i>
Include Entry/Exits from ES Data	<i>Skip it</i>
Include Services/Shelters from ES Data	<i>Skip it</i>

- (2) The report provides the following information in 6 tabs:
- a. Tab A – HIC Client Count
 - i. Client and household count by household type: household with children, household without children, and household with only children.
 - b. Tab B – Population
 - i. Household demographics by project type and total that includes total number of households and people, gender, ethnicity, and race.
 - ii. Demographics for Households with children, households without children, households with only children, veteran households with children, veteran households without children.
 - c. Tab C – Subpopulations
 - i. Chronic homeless individuals and families in Emergency Shelter, Safe Haven, and Total.
 - ii. Other homeless subpopulations including adults with serious mental illness, substance abuse disorder, HIV/AIDS, and Domestic Violence in Emergency Shelter, Transitional Housing, Safe Haven, Total, and Unsheltered.
 - d. Tab D – Client Detail
 - e. Tab E – Disability Detail
 - f. Tab F – Additional Information
- (3) Non-HMIS participating agencies will utilize the Non-WISP PIT form to gather the same information that is required from the HMIS participating agencies to complete the HIC.

Please note: There may be some changes to these requirements when the HUD Data Standards become effective on October 1, 2014. There may also be some changes to the Point-in-Time information required by HUD when further guidance is released. Notice will be given to agencies and training will be provided by the HMIS Lead to ensure HUD compliance on all relevant regulations and standards.