

# 2025 POINT IN TIME & HOUSING INVENTORY ORIENTATION

PRESENTATION BY HOUSING FORWARD



# TRAINING INFORMATION

- **AUDIENCE –COC AGENCIES WITH HOMELESS-SERVING PROJECTS THAT FALL INTO ONE OF THE FOLLOWING CATEGORIES\*:**

- Emergency Shelter
- Transitional Housing
- Safe Haven
- Rapid Re-Housing
- Permanent Supportive Housing
- Other Permanent Housing

- \*If your organization is not HMIS Participating, please remain on the training, we will cover HMIS reports at the end of the session!



# OUR TEAM



**Freda Nelms**

Director of Data  
Management and Reporting



**Derek Ruhl**

HMIS Administrator  
Data Quality



**Lisa Heise**

HMIS Administrator  
Help Desk



**Philip Force**

HMIS Administrator  
Customizations



# WHY ARE WE DOING THIS?

## **PURPOSE: WHY IS THIS IMPORTANT?**

- To track national progress toward ending homelessness and to have a count of all the available beds and units that are dedicated for homeless individuals and families.

## **GOAL: WHY DO YOU NEED TO KNOW THIS?**

- Sheltered and unsheltered PIT counts provide a snapshot of how many people are considered "literally homeless" on a single night.

## **OBJECTIVE: PARTICIPANTS WILL:**

- Understand the term Point-In-Time
- Understand the term Housing Inventory Count
- Learn how to use the HIC Tool
- Learn how to extract and upload data from ClientTrack for PIT



# POINT IN TIME OVERVIEW

## What?

A literal count of all the people experiencing homelessness in our community on a single night

Provides a snapshot of how many people are homeless on one given night

- Not indicative of the total homeless population in one year in the community

## When?

January 23, 2025 at 7pm

## Why?

To comply with HUD regulation

To understand trends in homelessness

To measure the progress in making homelessness rare, brief, & non-reoccurring (on one particular night)

## Where?

CoC geography

PIT Unsheltered meeting locations vary across different cities

Who (is counted)?

- Sheltered: individuals & families residing in a place dedicated to serving people who would otherwise be unsheltered
- Unsheltered: individuals & families whose primary residence is a place not mean for human habitation



# SIGNIFICANCE OF PIT TIMING?

- TAKES PLACE DURING THE LAST 10 DAYS IN JANUARY
- SAME TIMEFRAME FOR EVERY COMMUNITY ENSURES CONSISTENCY ACROSS THE U.S.
- SAME TIMEFRAME ANNUALLY REOCCURRING ENSURES THAT TRENDS ARE MONITORED APPROPRIATELY
- NIGHT DURING WINTER DUE TO LIKELIHOOD THAT EACH COC IS MAXIMIZING RESOURCES TO SERVE PEOPLE'S NEEDS.
- Allows for a precise picture of who is unable to access emergency shelter or other crisis response assistance
- END OF MONTH TO ENSURE PEOPLE WHO CAN ONLY PAY FOR TEMPORARY HOUSING FOR PART OF THE MONTH ARE GENERALLY INCLUDED IN THE COUNT
- Ex. Some people can afford to stay in a motel, but only for the first few weeks after receiving their public benefits payment at the start of each month.



# WHY DOES THE PIT COUNT TAKE PLACE AT NIGHT?

- **DESIGNED TO COUNT PEOPLE SLEEPING ON THE NIGHT DESIGNATED FOR THE COUNT**
  - **Sending volunteers out before nighttime would not allow for the most accurate data**
  - **There may be people who will sleep in sheltered locations who are not in for the night**
  - **Want to capture people's actual sleeping arrangement, not where they plan to sleep at a future time**



# HOUSING INVENTORY COUNT (HIC)



The HIC is a point-in-time inventory of projects within your CoC that provide beds and units dedicated to serving persons who are homeless. It is intended to provide HUD and CoCs with information about the shelter and housing capacity of homeless crisis response systems.



HUD requires that each CoC complete the HIC annually and report that information in the Homeless Data Exchange (HDX) portal.



The HIC counts all persons who were occupying those beds and units on the night of the PIT count, which includes individuals who were homeless at project start and are now being housed by your program.





# POINT-IN-TIME (PIT)



The Point-in-Time (PIT) count is a census of all sheltered and unsheltered homeless persons in the Continuum of Care on a single night in January.



The count includes persons who are in:

- Emergency Shelter
- Transitional Housing
- Safe Haven
- Unsheltered
- Housing Programs (with Housing Move In Date)

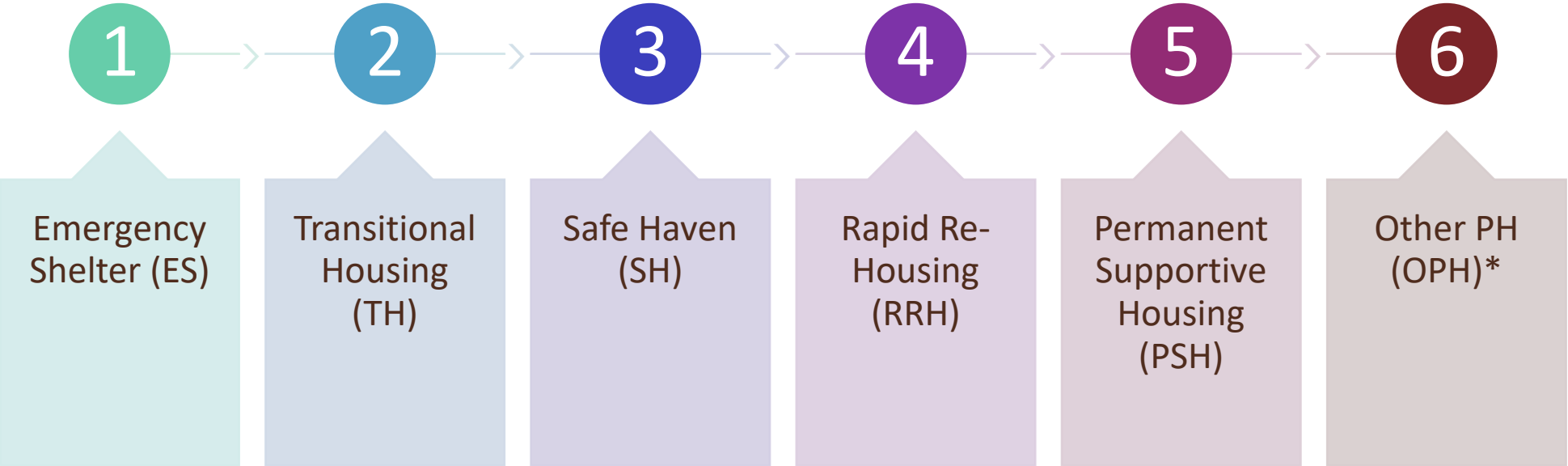


PIT Data includes demographics, chronic status, domestic violence status, etc. Also includes a designation of special populations: veteran, youth, parenting youth.

**THIS YEAR'S PIT COUNT WILL START ON JANUARY 23 AT 7PM AND END AT SUNRISE ON JANUARY 24.**



# PROJECTS INCLUDED ON THE HIC



\*Includes PH – Housing Only and PH – Housing with Services (no disability required for entry)



# PROJECTS NOT INCLUDED IN HIC



DETOX  
FACILITIES



EMERGENCY  
ROOMS



JAILS



ACUTE CRISIS  
CENTERS



# HOUSING TYPE

•COCS INDICATE THE “HOUSING TYPE” IN THE ORGANIZATION AND PROJECT INFORMATION SECTION. ALL INVENTORY FOR THE PROJECT MUST FALL WITHIN THE SELECTED HOUSING TYPE.  
IF A PROJECT HAS MULTIPLE HOUSING TYPES, IT MUST BE SPLIT INTO SEPARATE PROJECTS.\*

Housing Type	Description
1. Site-based/ single site	All clients are housed in a single project facility.
2. Site-based/ clustered- multiple sites	Clients are housed in project facilities that are scattered across multiple locations, but more than one client is housed in each project facility. The facility locations are owned, operated, or sponsored by the project.
3. Tenant- based/ scattered site	Clients have leases or occupancy agreements and are housed in residences that are not owned or managed by the project.

\*HUD has released additional guidance related to pandemic-response related reconfigurations of beds. This is addressed in a later slide.



# MCKINNEY-VENTO

•WHETHER THE PROJECT RECEIVES ANY HUD MCKINNEY-VENTO FUNDING.

Program	Funding Sources [Data Element 2.06]
Emergency Solutions Grants Program (ESG)	HUD: ESG – Emergency Shelter
	HUD: ESG – Rapid Re-Housing
	HUD: ESG-CV
	HUD: ESG Rapid Unsheltered Survivor Housing (RUSH)
Continuum of Care Program (CoC)	HUD: CoC – Safe Haven

Program	Funding Sources [Data Element 2.06]
	HUD: CoC – Transitional Housing
	HUD: CoC – Permanent Supportive Housing
	HUD: CoC – Rapid Re-Housing
	HUD: CoC – Single Room Occupancy
	HUD: CoC – Joint Component TH/RRH
	HUD: CoC – Youth Homeless Demonstration Program (YHDP) renewals
Youth Homeless Demonstration Program (YHDP)	HUD: YHDP
Special Notice of Funding Opportunity Grants to Address Unsheltered and Rural Homelessness(Special NOFO)	HUD: Unsheltered Special NOFO
	HUD: Rural Special NOFO



# ADDITIONAL FEDERAL FUNDING SOURCE

- **ADDITIONAL FEDERAL FUNDING SOURCES:**
- **HUD REQUIRES COCS TO REPORT ON ADDITIONAL FEDERAL FUNDING SOURCES IN THE HIC IN THE “ADDITIONAL FEDERAL FUNDING SOURCES” FIELD. IF THERE ARE MULTIPLE ADDITIONAL FEDERAL FUNDING SOURCES, COCS WILL SELECT ALL THAT APPLY FOR EACH PROJECT. IF THERE ARE NO ADDITIONAL FEDERAL FUNDING SOURCES, THE COC SHOULD NOT SELECT ANY OPTION.**
- **COCS SHOULD IDENTIFY EACH FEDERAL FUNDING SOURCE THAT CURRENTLY SUPPORTS THE PROJECT, EVEN IF A SOURCE ONLY PARTIALLY FUNDS THE BEDS AND UNITS.**
- **NOTE: COCS SHOULD NOT REPORT VA-FUNDED MENTAL HEALTH RESIDENTIAL REHABILITATION TREATMENT PROGRAM – DOMICILIARY CARE FOR HOMELESS VETERANS (VADOM) AND COMPENSATED WORK THERAPY, TRANSITIONAL RESIDENCE (CWT/TR) GRANTS INVENTORY IN THE HIC.**

<b>Funding Sources [Data Element 2.06]</b>
HUD: HUD/VA Supportive Housing (HUD/VASH)
VA: Supportive Services for Veteran Families Program (SSVF)
VA: Grant and Per Diem Program (GPD) – Bridge Housing
VA: Grant and Per Diem Program (GPD) – Low Demand
VA: Grant and Per Diem Program (GPD) – Hospital to Housing
VA: Grant and Per Diem Program (GPD) – Clinical Treatment
VA: Grant and Per Diem Program (GPD) – Service Intensive Transitional Housing
VA: Grant and Per Diem Program (GPD) – Transition in Place
VA: CRS Contract Residential Services (HCHV CRS: EH)
VA Community Contract Safe Haven Program (HCHV/SH)
HHS: RHY Basic Center Program (BCP)
HHS: RHY Transitional Living Program (TLP)
HHS: RHY Maternity Group Homes for Pregnant and Parenting Youth (MGH)
HHS: RHY Demonstration Project
HUD: Housing Opportunities for Persons With AIDS (HOPWA) shelter and housing programs. This includes the following HMIS data element 2.06 response options: <ul style="list-style-type: none"> <li>• HUD: HOPWA – Hotel/Motel Vouchers</li> <li>• HUD: HOPWA – Permanent Housing Placement (facility based or TBRA)</li> <li>• HUD: HOPWA – Short-Term Supportive Facility</li> <li>• HUD: HOPWA – Transitional Housing (facility-based or TBRA)</li> <li>• HUD: HOPWA – CV</li> </ul>
HUD Public and Indian Housing (PIH) programs (non-VASH), including public housing

# VA PROGRAMS

GRANT PER DIEM PROJECTS ARE NOW REQUIRED TO ENTER DATA INTO HMIS AND SHOULD BE INCLUDED ON THE HIC. THE BELOW CHART OUTLINES WHAT PROJECT TYPES ARE ASSOCIATED WITH EACH GPD COMPONENT.

<b>Component in GPD</b>	<b>Project Type in the HIC</b>
Bridge Housing	Transitional Housing

<b>Component in GPD</b>	<b>Project Type in the HIC</b>
Low Demand	Safe Haven
Service Intensive Transitional Housing	Transitional Housing
Hospital to Housing	Transitional Housing
Clinical Treatment	Transitional Housing
Transition in Place	Permanent Housing - OPH

# PERMANENT HOUSING BEDS MUST BE DEDICATED TO HOMELESS

FOR THE PURPOSE OF THE HIC, PERMANENT HOUSING INVENTORY IS DIVIDED INTO THREE GROUPS: PERMANENT SUPPORTIVE HOUSING (PSH), RAPID RE-HOUSING (RRH), AND OTHER PERMANENT HOUSING (OPH).

- TO BE CONSIDERED PSH, THE PROJECT MUST PROVIDE LONG-TERM HOUSING TO HOMELESS INDIVIDUALS WITH DISABILITIES AND FAMILIES IN WHICH ONE MEMBER OF THE HOUSEHOLD HAS A DISABILITY, AND SUPPORTIVE SERVICES THAT ARE DESIGNED TO MEET THE NEEDS OF THE PROGRAM PARTICIPANTS MUST BE AVAILABLE TO THE HOUSEHOLD.
- TO BE CONSIDERED A RRH BED AND UNIT, THE PROJECT MUST PROVIDE SHORT-TERM OR MEDIUM-TERM ASSISTANCE (UP TO 24 MONTHS), THE LEASE FOR UNITS MUST BE BETWEEN THE LANDLORD AND THE PROGRAM PARTICIPANT, THE PROGRAM PARTICIPANT MUST BE ABLE TO SELECT THE UNIT THEY LEASE, AND THE PROVIDER CANNOT IMPOSE A RESTRICTION ON HOW LONG THE PERSON MAY LEASE THE UNIT, THOUGH THE PROVIDER CAN IMPOSE A MAXIMUM LENGTH OF TIME THAT GRANT FUNDS WILL BE USED TO ASSIST THE PROGRAM PARTICIPANT IN THE UNIT.
- TO BE CONSIDERED OPH, THE PROVIDER MUST PROVIDE LONG-TERM HOUSING THAT IS NOT OTHERWISE CONSIDERED PERMANENT SUPPORTIVE HOUSING OR RAPID RE-HOUSING.
  - HUD's HMIS Data Standards defines two project types that represent the other permanent housing inventory – **PH: Housing with Services** and **PH: Housing Only**.
  - PH: Housing with Services projects provide long-term housing and supportive services for homeless persons, but do not limit eligibility to persons with a disability.
  - PH: Housing Only projects provide long-term housing for homeless persons, but do not make supportive services available as part of the project





# BED TYPE

•BED TYPE (EMERGENCY SHELTER ONLY): THE BED TYPE DESCRIBES THE TYPE OF BEDS OFFERED BY EMERGENCY SHELTER PROJECTS ACCORDING TO THE FOLLOWING:

1) FACILITY-BASED: BEDS (INCLUDING COTS OR MATS) LOCATED IN A RESIDENTIAL HOMELESS ASSISTANCE FACILITY DEDICATED FOR USE BY PERSONS WHO ARE HOMELESS.

2) VOUCHER: BEDS LOCATED IN A HOTEL OR MOTEL AND MADE AVAILABLE BY THE HOMELESS ASSISTANCE PROJECT THROUGH VOUCHERS OR OTHER FORMS OF PAYMENT.

3) OTHER: BEDS LOCATED IN A CHURCH OR OTHER FACILITY NOT DEDICATED FOR USE BY PERSONS WHO ARE HOMELESS.

•THE BED TYPE MUST BE CONSISTENT WITH THE HOUSING TYPE (I.E. A FACILITY-BASED EMERGENCY SHELTER PROJECT CANNOT HAVE A HOUSING TYPE OF "TENANT BASED/SCATTERED SITE").

# HOUSEHOLD TYPE

•ENTER THE COUNTS OF BED INVENTORY, UNIT INVENTORY, AND HMIS BED BASED ON AVAILABILITY FOR EACH OF THE FOLLOWING HOUSEHOLD TYPES:

**Households without children:** Beds and units typically serving households with adults only. This includes households composed of unaccompanied adults (including unaccompanied youth age 18-24) and multiple adults (including households with multiple youth ages 18 to 24).

**Households with at least one adult and one child:** Beds and units typically serving households with (at least) one adult (including youth ages 18 to 24) and one child.

**Households with only children:** Beds and units typically serving households composed exclusively of persons under age 18, including one-child households, multi-child households or other household configurations composed only of children.

# BED INVENTORY

**BED INVENTORY: THE TOTAL NUMBER OF BEDS AVAILABLE FOR OCCUPANCY ON THE NIGHT OF THE INVENTORY COUNT FOR EACH HOUSEHOLD TYPE.**

For all relevant project types other than rapid re-housing, CoCs must include the dedicated homeless beds and units available for homeless persons on the date of the inventory count, whether beds are current or under development regardless of whether the project participates in HMIS or not, regardless of whether the project receives HUD funding, and regardless of whether the bed was occupied.

HIC beds can only be reported once, even if funding for the housing and services are from multiple sources that may be associated with different project types.

For inventory that was active on the night of the PIT count, CoCs should report the actual number of beds available for occupancy on that night in their HIC, even if it differs from the number projected in grant applications or calculated through some other approach to determining typical capacity.

If your bed inventory is fluid (e.g. the number of vouchers is dependent on costs each night), then calculate the count you should report for PIT based on one of the methodologies found on pg. 18 of the 2024 PIT/ HIC Data collection Notice.



# UNITS VS. BEDS

**ALL BEDS ARE COUNTED AS SINGLE BEDS, REGARDLESS OF THE SIZE OF THE BED.**

**Cribs, rollaway beds, mats, and cots should not be counted as beds.**

**The only exception to this is if the rollaway bed, mat, or cot is the standard type of bed used for the project.**

**COUNTING UNITS IS ONLY REQUIRED FOR PROJECTS THAT SERVE FAMILIES WITH CHILDREN**

**A unit is a distinct living accommodation designed to serve an individual family with children**

## **Example:**

- A house with 3 bedrooms designed to house 1 family = 1 Unit
- A house with 3 bedrooms designed to house 1 family per room = 3 Units

**Projects that do not have a fixed number of units (e.g., a congregate shelter program) may record the bed inventory, the number of residential facilities operated by the program, or the number of rooms used for overnight accommodation.**



# DEDICATED BED INVENTORY

**DEDICATED BED INVENTORY: ALL BEDS THAT HAVE BEEN FUNDED BY HUD OR ANOTHER FEDERAL PARTNER THAT ARE DEDICATED TO ONE OR MORE SUBPOPULATION MUST BE RECORDED IN THE APPROPRIATE CATEGORY.**

The number of beds for each subpopulation is a subset of the total bed inventory for a given project and must be equal to or less than the total bed inventory.

A dedicated bed is a bed that must be filled by a person in the subpopulation category (or a member of their household) unless there are no persons from the subpopulation who qualify for the project located within the geographic area.

**COCS MUST REPORT THEIR INVENTORY THAT IS DEDICATED TO VETERANS, YOUTH, AND PEOPLE EXPERIENCING CHRONIC HOMELESSNESS BY HOUSEHOLD TYPE, INSTEAD OF PROVIDING A SINGLE NUMBER OF DEDICATED BEDS.**

**WHEN REPORTING ON DEDICATED BEDS FOR VETERANS, YOUTH, AND PEOPLE EXPERIENCING CHRONIC HOMELESSNESS, COCS SHOULD REPORT ALL OF THE BEDS ASSOCIATED WITH THE UNIT THAT IS BEING PROVIDED TO SOMEONE BECAUSE THEY MEET THE CRITERIA FOR WHICH IS IT IS DEDICATED.**

# DEDICATED BED INVENTORY

**PERMANENT SUPPORTIVE HOUSING CHRONIC HOMELESS BED INVENTORY: THE NUMBER OF PSH BEDS THAT ARE DEDICATED TO HOUSE CHRONICALLY HOMELESS PERSONS AND THEIR HOUSEHOLD MEMBERS (IF APPLICABLE) FOR EACH OF THE HOUSEHOLD TYPES.**

A dedicated bed is a bed that must be filled by a chronically homeless person (or a member of their household), which is a higher standard than simply *prioritizing* persons experiencing chronic homelessness for available beds.

**VETERAN BED INVENTORY: THE NUMBER OF BEDS THAT ARE DEDICATED TO HOUSE HOMELESS VETERANS AND THEIR HOUSEHOLD MEMBERS (IF APPLICABLE) FOR HOUSEHOLDS WITH AT LEAST ONE ADULT AND ONE CHILD AND HOUSEHOLDS WITHOUT CHILDREN.**

**YOUTH BED INVENTORY: THE NUMBER OF BEDS THAT ARE DEDICATED TO HOUSE HOMELESS YOUTH, INCLUDING PARENTING YOUTH AND UNACCOMPANIED YOUTH AND THEIR HOUSEHOLD MEMBERS (IF APPLICABLE) FOR HOUSEHOLDS WITH AT LEAST ONE ADULT AND ONE CHILD AND HOUSEHOLDS WITHOUT CHILDREN.**

# SEASONAL AND OVERFLOW BEDS

**EMERGENCY SHELTER BED AND UNIT AVAILABILITY: DETAILED HOUSEHOLD-LEVEL BED AND UNIT-INVENTORY COUNTS BY HOUSEHOLD TYPE MUST BE PROVIDED FOR ALL YEAR-ROUND EMERGENCY SHELTER BEDS AND UNITS.**

**For emergency shelter beds that are provided on a seasonal (during a defined period of high demand) or on an ad hoc or temporary basis as demand indicates, enter a total count of such beds.**

**SEASONAL BEDS: SEASONAL BEDS ARE NOT AVAILABLE YEAR-ROUND, BUT INSTEAD ARE AVAILABLE ON A PLANNED BASIS, WITH SET START AND END DATES, DURING AN ANTICIPATED PERIOD OF HIGHER DEMAND. FOR THE HIC, IDENTIFY ONLY THE TOTAL NUMBER OF SEASONAL BEDS AVAILABLE FOR OCCUPANCY ON THE NIGHT OF THE INVENTORY COUNT AND INDICATE THE START AND END DATE FOR THE SEASON.**

**OVERFLOW BEDS: OVERFLOW BEDS ARE AVAILABLE ON AN AD HOC OR TEMPORARY BASIS DURING THE YEAR IN RESPONSE TO DEMAND THAT EXCEEDS PLANNED (YEAR-ROUND OR SEASONAL) BED CAPACITY. FOR THE HIC, IDENTIFY THE TOTAL NUMBER OF OVERFLOW BEDS THAT WERE AVAILABLE FOR OCCUPANCY ON THE NIGHT OF THE INVENTORY COUNT.**

**INCLEMENT WEATHER BEDS: INCLEMENT WEATHER BEDS ARE PROVIDED DURING SEASONAL TIMES BUT ARE TREATED LIKE OVERFLOW BEDS.**

# RAPID RE-HOUSING

ON ANY GIVEN NIGHT, A RRH PROJECT WILL HAVE CURRENT PARTICIPANTS WHO ARE STILL HOMELESS (E.G., STAYING IN AN EMERGENCY SHELTER) AND SEEKING PERMANENT HOUSING, AND PARTICIPANTS WHO HAVE LOCATED AND ARE RESIDING IN PERMANENT HOUSING.

FOR THE PURPOSES OF REPORTING IN THE HIC, COCS SHOULD COUNT RRH BEDS AND UNITS BASED ON THE ACTUAL NUMBER OF CURRENT PROJECT PARTICIPANTS WHO ARE:

- **Actively enrolled in the project on the night of the inventory count, including persons who are only receiving supportive services in the RRH project; and**
- **Are in permanent housing on the night of the inventory count [3.20 Housing Move-In Date could be used to identify RRH participants who have moved into permanent housing].**

**RRH PROJECTS THAT DO NOT HAVE ANY PARTICIPANTS IN PERMANENT HOUSING ON THE NIGHT OF THE INVENTORY COUNT (E.G., ALL PARTICIPANTS ARE STILL IN EMERGENCY SHELTER) SHOULD REPORT ZERO (0) BEDS AND ZERO (0) PARTICIPANTS.**





# VA FUNDED PROJECTS

**VA SUPPORTIVE SERVICES FOR VETERAN FAMILIES (SSVF) PROJECTS:** SSVF PROJECTS MAY OFFER BOTH HOMELESSNESS PREVENTION AND RAPID RE-HOUSING ASSISTANCE AND MAY INTERMINGLE PARTICIPANTS IN THE SAME PROJECT. COCS SHOULD NOT INCLUDE IN THE HIC PERSONS RECEIVING SSVF HOMELESSNESS PREVENTION SERVICES ON THE NIGHT THE INVENTORY IS CONDUCTED.

**VA GRANT AND PER DIEM (GPD) PROJECTS:** VA RECENTLY DESIGNATED COMPONENTS WITHIN ITS GPD PROGRAM. COMMUNITIES SHOULD CONTINUE TO REPORT GPD PROGRAMS IN THE HIC.

**HUD-VA SUPPORTIVE HOUSING (VASH) VOUCHERS:** COCS MUST COUNT THE TOTAL NUMBER OF VASH VOUCHERS AVAILABLE FOR USE ON THE NIGHT OF THE HIC AND PIT COUNT, REGARDLESS OF WHETHER THE VOUCHER IS PRESENTLY BEING USED. VOUCHERS ARE DESIGNATED FOR USE IN A PARTICULAR GEOGRAPHIC LOCATION.

When a single project operates in multiple CoCs, each CoC should have project descriptor data pertaining to that project in their HMIS; beds should be apportioned according to the CoC in which the housing units assisted by the vouchers are physically located.



# TIMELINE

Point-in-Time Count 1/23/2025

1/24/2025 - 1/27/2025 - Agencies update data via HIC Tool and confirm PIT counts.

Office hours for PIT and HIC corrections will be held on the following dates:  
9am Monday, Jan 27th

SOHA - April

TBD (likely April) PIT and HIC submitted to HUD in HUD HDX.



# HIC TOOL SUBMISSION WALKTHROUGH



**YOU WILL RECEIVE AN EMAIL WITH YOUR LOGIN CREDENTIALS ON JAN 20TH.**

**LOG IN, CLICK VIEW NEXT TO YOUR FIRST PROGRAM.**

**IF INVENTORY IS ACCURATE FOR THE NIGHT OF THE PIT, LEAVE "NO CHANGES" SELECTED AND CLICK SUBMIT.**

**IF CHANGES ARE NEEDED, SELECT "MAKE CHANGES" AND UPDATE EXISTING INVENTORY**

**IF IT IS INCORRECT OR ADD AN END DATE AND ENTER NEW INVENTORY IF INVENTORY HAS CHANGED. THEN CLICK SUBMIT.**

**CONTINUE THROUGH EACH PROJECT UNTIL BUTTONS NEXT TO EACH PROJECT SAY "REVIEW".**

**IF YOU FEEL A MISTAKE HAS BEEN MADE, YOU CAN REVIEW YOUR SUBMISSION AND RESUBMIT.**



# POINT-IN-TIME DATA IN CLIENTTRACK

# CHECKLIST!

**1) ENSURE ALL CLIENTS IN YOUR PROGRAM ON JANUARY 23, 2025, ARE ENTERED INTO CLIENTTRACK (WITH APPROPRIATE HMID WHERE APPLICABLE).**

**2) RUN 1 PIT POINT IN TIME 2024 REPORT FOR EACH CATEGORY 1 PROJECT AND 1 PERMANENT HOUSING PIT COUNTS REPORT FOR YOUR AGENCY FOR ALL HOUSING PROGRAMS!**

**3) REVIEW FOR ACCURACY AND COMPLETENESS AND SUBMIT VIA ONLINE FORM ([HTTPS://FORMS.HOUSINGFORWARDNTX.ORG/242776654443061](https://forms.housingforwardntx.org/242776654443061)).**



# RUNNING THE PIT REPORT

EMERGENCY SHELTER

TRANSITIONAL HOUSING

SAFE HAVEN



[https://help.eccovia.com/en\\_US/hmis-reporting/point-in-time-count](https://help.eccovia.com/en_US/hmis-reporting/point-in-time-count)



# RUNNING THE PIT DETAIL AND COUNTS REPORTS

PERMANENT HOUSING PROVIDERS (PSH, RRH, OPH)

▼  PIT HIC

 **Permanent Housing PIT  
Counts**





# PERMANENT HOUSING PIT COUNTS

## PERMANENT HOUSING PROVIDERS (PSH, RRH, OPH)

PH Project PIT Counts (Org)



**Filtered by:**

User ID: AQ3

User Org: ASC

Max Rows:

PI Tdate: 01/01/2025

OrgID	Organization	Program Type	ProgramID	Program	AC Households	AC Persons	AO Households	AO Persons	CO Households	CO Persons	Unknown Households	Unknown Persons	Total Households	Total Persons	PIT Date	QA - Duplicate Enrollments
ASC	Austin Street Center	PH - Rapid Re-Housing	647	ASC - CoC RRH Subsidy (CAS)	0	0	47	47	0	0	0	0	47	47	1/1/2025	NULL
ASC	Austin Street Center	PH - Rapid Re-Housing	777	ASC - DRTRR CM 200 (RRH CAS)	0	0	79	80	0	0	0	0	79	80	1/1/2025	NULL
ASC	Austin Street Center	PH - Rapid Re-Housing	586	ASC - RRH Subsidy ESG Tx (CAS)	0	0	3	3	0	0	0	0	3	3	1/1/2025	NULL



# PERMANENT HOUSING PIT COUNT DQ

## PERMANENT HOUSING PROVIDERS (PSH, RRH, OPH)

▼  Custom Reports

▼  Data Quality

>  Current Living Situation

>  Project Descriptor Data  
Elements

 **Missing Move-In Date Screen**



# SOURCES

[HTTPS://WWW.HUD.GOV/SITES/DFILES/OCHCO/DOCUMENTS/2023-11CPDN.PDF](https://www.hud.gov/sites/dfiles/ocho/DOCUMENTS/2023-11CPDN.PDF)

[HTTPS://FILES.HUDEXCHANGE.INFO/RESOURCES/DOCUMENTS/PIT-COUNT-METHODOLOGY-GUIDE.PDF](https://files.huexchange.info/resources/documents/pit-count-methodology-guide.pdf)

[HTTPS://WWW.HUDEXCHANGE.INFO/RESOURCE/1928/HEARTH-DEFINING-HOMELESS-FINAL-RULE/](https://www.huexchange.info/resource/1928/hearth-defining-homeless-final-rule/)

[HTTPS://WWW.HUDEXCHANGE.INFO/RESOURCE/3824/HMIS-DATA-DICTIONARY/](https://www.huexchange.info/resource/3824/hmis-data-dictionary/)



# QUESTIONS?

**SUBMIT A HELP DESK TICKET – PLEASE EMAIL US AT [HELP@HOUSINGFORWARD.ON.SPICEWORKS.COM](mailto:HELP@HOUSINGFORWARD.ON.SPICEWORKS.COM) AND INSERT PIT IN THE SUBJECT LINE**



# SHARE THIS OPPORTUNITY WITH FAMILY & FRIENDS

WE NEED VOLUNTEERS ON JANUARY 23RD TO ENGAGE WITH OUR UNHOUSED NEIGHBORS DURING THE 2025 POINT-IN-TIME (PIT) COUNT. VOLUNTEERS ARE TRULY MAKING A DIFFERENCE BY PARTICIPATING IN THE COUNT AND CONTRIBUTING TO OUR EFFORTS TO ADDRESS HOMELESSNESS IN OUR COMMUNITY.

REGISTER VIA OUR WEBSITE AT

[HTTPS://HOUSINGFORWARDNTX.ORG/VOLUNTEER](https://housingforwardntx.org/volunteer)

