2022 PIT and HIC Reports

For HMIS Projects only
Updated January 19, 2021

NC COALITION to end HOMELESSNESS

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

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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

- 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

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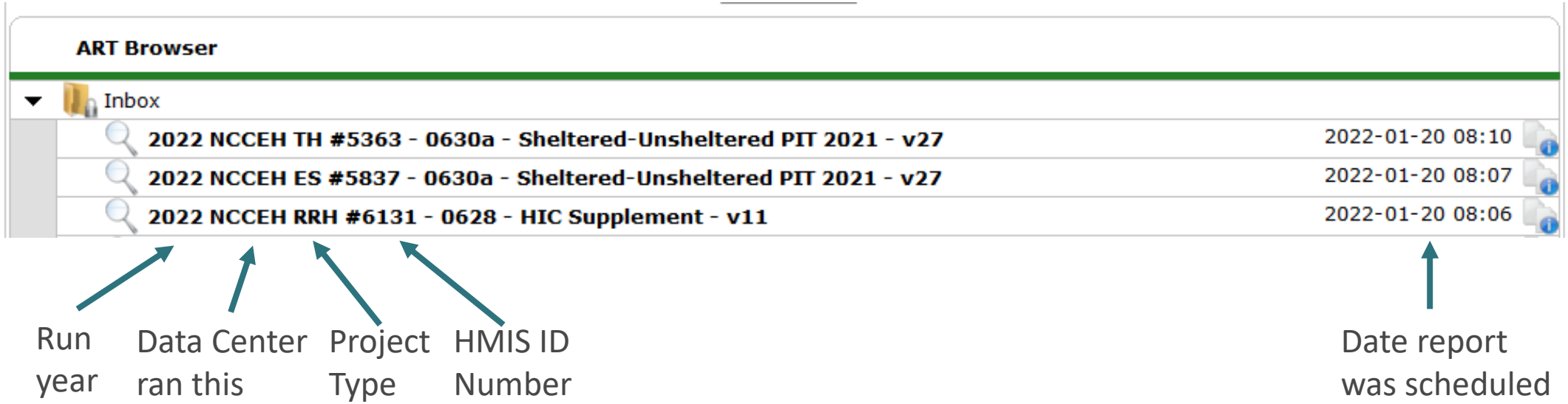
Find Your Reports

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



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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

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Abbreviations in PIT/HIC Reports

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

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

Homeless History

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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

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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	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)	######		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** | ...

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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-	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-	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-	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 | ...

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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		**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		
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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		
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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)

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Resources to Make Corrections

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

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Submit Your Reports

How to Submit

Once you've reviewed, corrected, and confirmed your data is as complete and accurate as possible, email Helpdesk (hmis@ncceh.org)

What happens next?

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?

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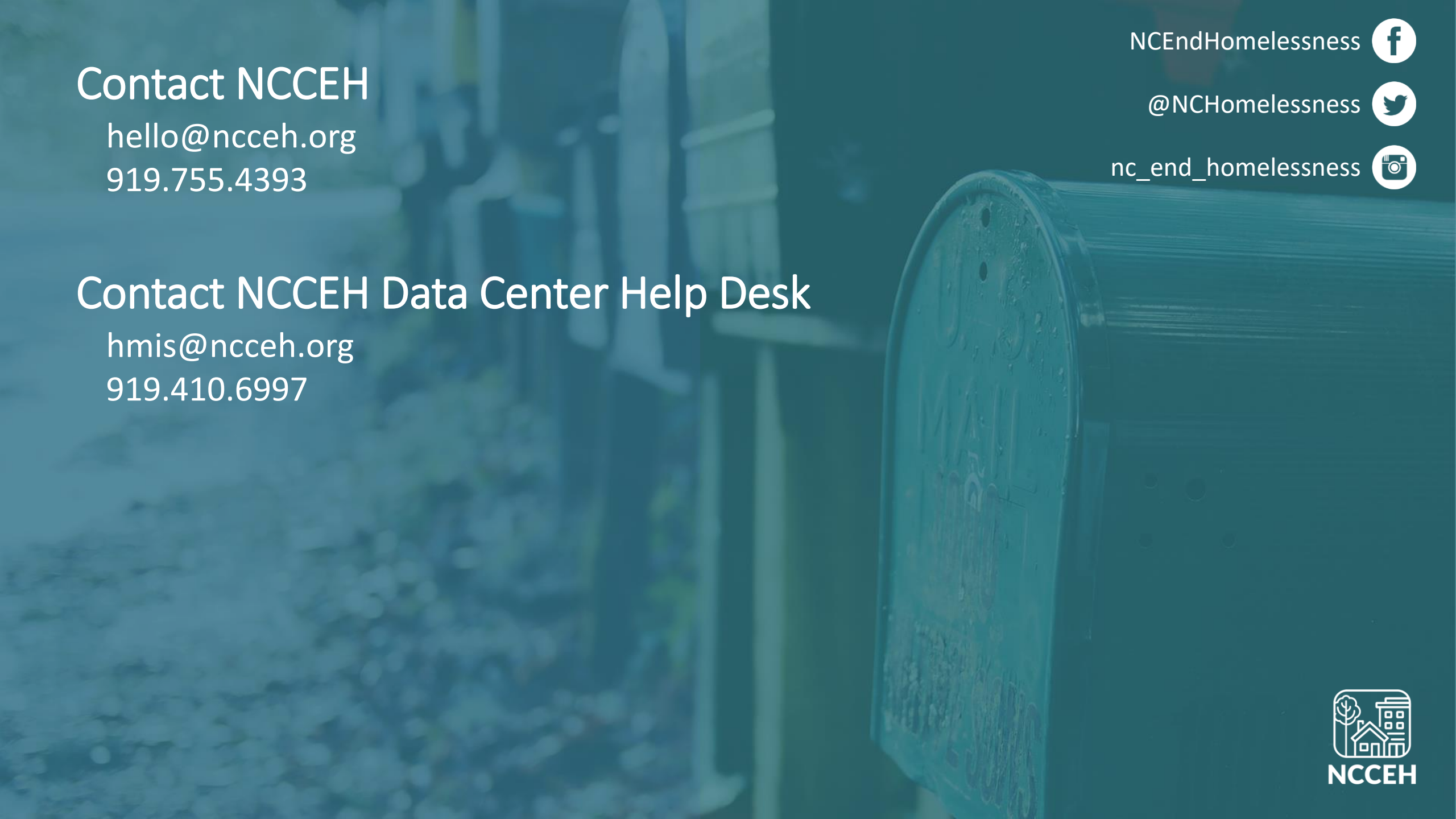

Contact NCCEH

hello@ncceh.org
919.755.4393

Contact NCCEH Data Center Help Desk

hmis@ncceh.org
919.410.6997

NCEndHomelessness

@NCHomelessness

nc_end_homelessness

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