

HMIS@NCCEH Monthly Training: PIT/HIC

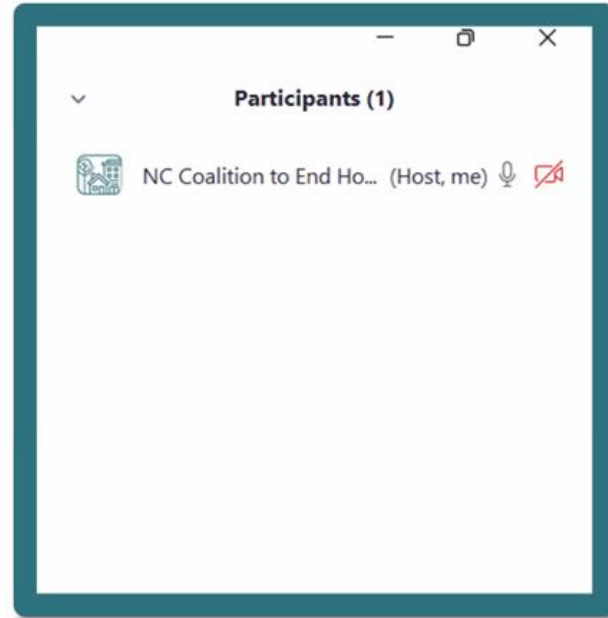
January 2025



NC COALITION to
HOMELESSNESS end

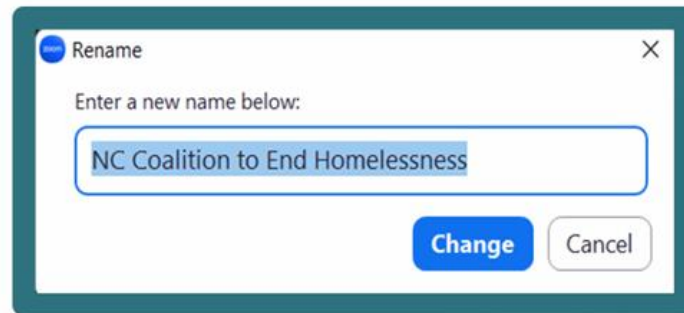
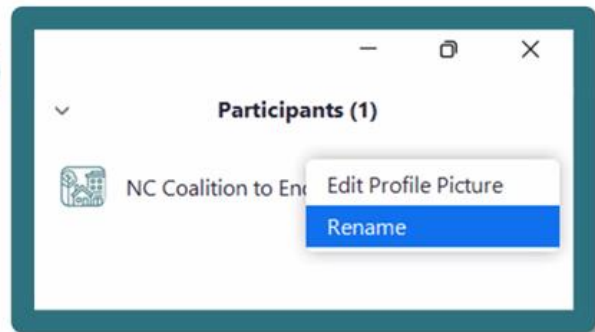
Edit your Zoom Screen Name!

1



*How to change your
screen name:*

2





PIT HIC reports for HMIS ES, TH, RRH, PSH, OPH

Point in Time and Housing Inventory Counts

One Night Counts each year in late January:

- Durham & Orange – Jan 27th
- Balance of State – Jan 29th

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

Prepare now!

- Confirm data completeness for current clients



Who and What do we Count?



Unsheltered People



Sheltered People in Emergency Shelter (ES) or Transitional Housing (TH) Beds



Permanently Housed People in Rapid Re-Housing (RRH), Permanent Supportive Housing (PSH), or dedicated Other Permanent Housing (OPH) Beds/Vouchers

- Only Moved-In
- Most common Zip Code of permanent units too!

*HMIS Participating ES, TH, RRH, PSH, and OPH projects must submit client reports and confirm project funding and inventory details to the Data Center.

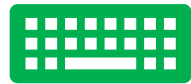
Sheltered and Housed HMIS Data Collection

Sheltered and Housed PIT/HIC Counts that are HMIS Participating

- Collect and enter all data sundown Jan 27th or 29th to Feb 4th
- Submit reports from HMIS by Feb 5th
- Respond to NCCEH email by Feb 21st



Jan 27th or
Jan 29th



Feb 4th



Feb 5th



Feb 21st



NCCEH

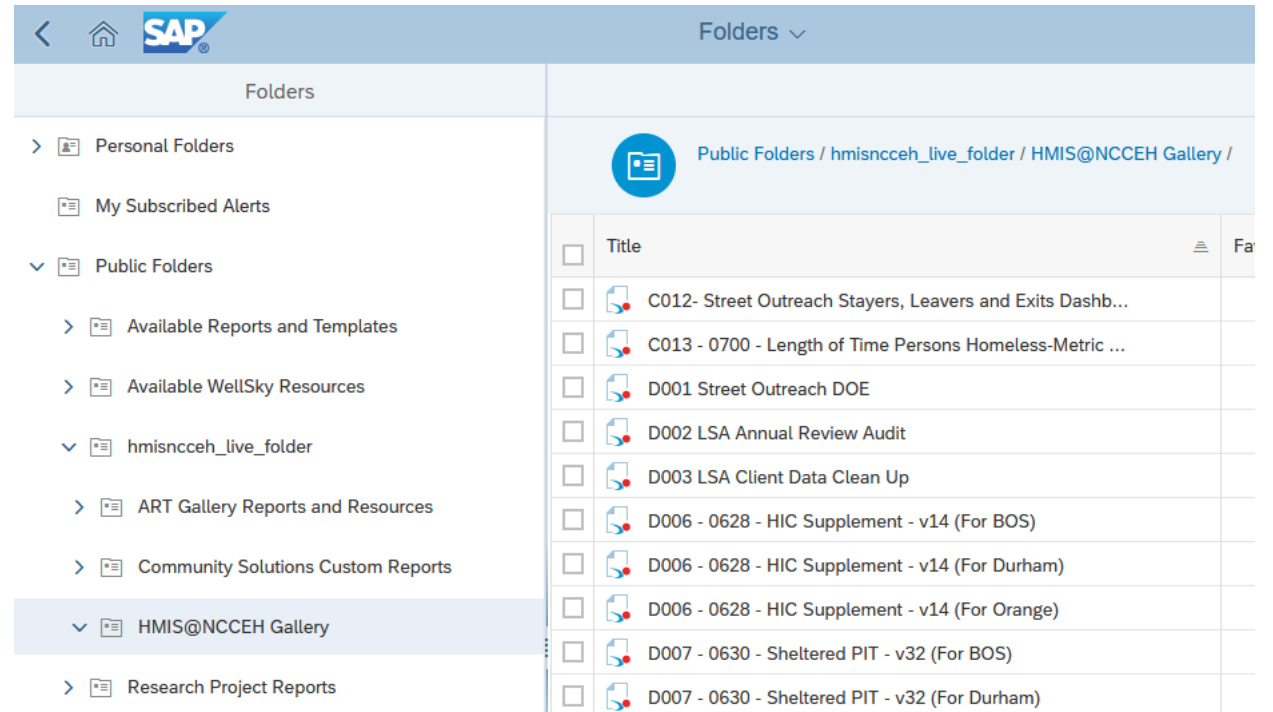
Pull Your BusinessObjects Reports

Which report depends on each 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)		✓

Run Your Reports

- Report Path in BusinessObjects
- Folders
 - <Public Folders
 - <hmisncceh_live_folder
 - <HMIS@NCCEH Gallery
 - < D006 – 0628 – HIC OR
 - < D007 -0630a –Sheltered PIT
 - <Schedule



The screenshot shows the SAP BusinessObjects interface. The top navigation bar includes a home icon, the SAP logo, and a 'Folders' dropdown menu. The main content area is divided into a left sidebar and a right pane. The sidebar lists various folders, with 'HMIS@NCCEH Gallery' selected and highlighted. The right pane shows the breadcrumb path: 'Public Folders / hmisncceh_live_folder / HMIS@NCCEH Gallery /'. Below the breadcrumb is a table of reports with columns for 'Title' and 'Fa'.

<input type="checkbox"/>	Title	Fa
<input type="checkbox"/>	C012- Street Outreach Stayers, Leavers and Exits Dashb...	
<input type="checkbox"/>	C013 - 0700 - Length of Time Persons Homeless-Metric ...	
<input type="checkbox"/>	D001 Street Outreach DOE	
<input type="checkbox"/>	D002 LSA Annual Review Audit	
<input type="checkbox"/>	D003 LSA Client Data Clean Up	
<input type="checkbox"/>	D006 - 0628 - HIC Supplement - v14 (For BOS)	
<input type="checkbox"/>	D006 - 0628 - HIC Supplement - v14 (For Durham)	
<input type="checkbox"/>	D006 - 0628 - HIC Supplement - v14 (For Orange)	
<input type="checkbox"/>	D007 - 0630 - Sheltered PIT - v32 (For BOS)	
<input type="checkbox"/>	D007 - 0630 - Sheltered PIT - v32 (For Durham)	

Format and Prompts

Recommended Destinations

- Schedule to BI Inbox

Destinations

Delivery Destinations

[Add](#)

Selected Delivery Destinations

[BI Inbox](#)

Required Export Format

- Schedule to Microsoft Excel -

Formats

Microsoft Excel - Reports

Prompts

- Don't change CoC Code or Dates
- Match *Select Provider* to *EDA Provider*

Select Provider CoC Code(s):	NC-503 NC Balance of State CoC
Select Provider(s):	
Enter PIT Date PLUS 1 Day:	1/30/2025 12:00:00 AM
EDA Provider	-Default Provider-
Enter effective date	1/30/2025 12:00:00 AM
Enter PIT Date MINUS 1 Day:	1/28/2025 12:00:00 AM

Review Your Reports

- Check Prompts on Additional Information tab
- Confirm accuracy on Client Detail and Disability Detail tabs
 - Try to correct red or DNC info

D006 – 0628 – HIC Report

Tab D - Client Detail | Tab E - Disability Detail | Tab F - Additional Information

D007 – 0630 Sheltered PIT Report

Tab E - Client Detail | Tab F - Disability Detail | Tab G - Additional Information

Review Your Reports

How do you know if your data is accurate?



Check for the correct entries and exits

- Complete and accurate households
- Is bed utilization accurate?



Check for missing details about clients

- Demographics
- Disabling Conditions
- Chronic Homelessness questions
- Relationship to Head of Household
- Enrollment CoC
- Domestic Violence Survivor



Check for Children Only households (child alone)



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
- Correct Unexited clients

Make Corrections: Review Utilization Rates

1 client



1 bed



$1 \div 1 = 100\%$ Utilization

4 clients



2 beds

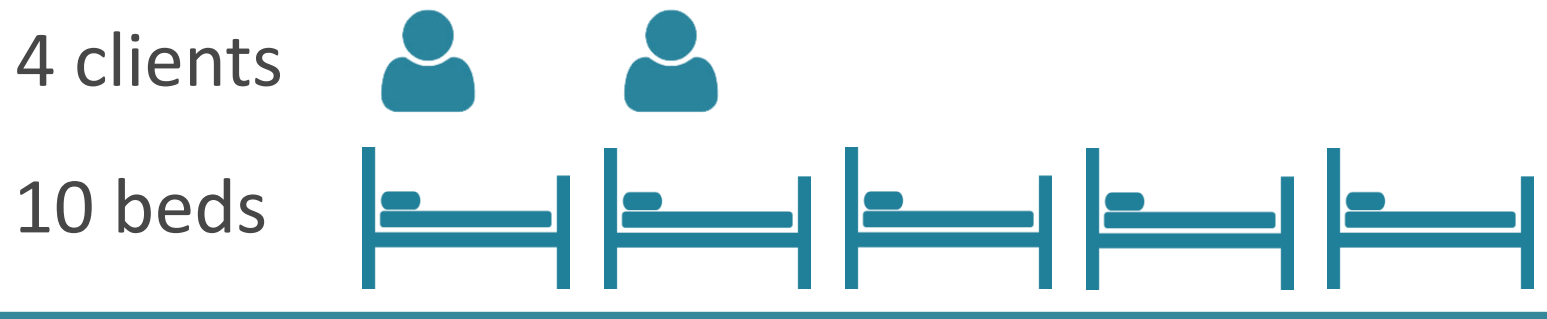


$4 \div 2 = 200\%$ Utilization



The percentage of occupied Beds is expected to fall between 65% -100%. If not, explanation is needed!

Does this make sense?



$$4 \div 10 = \mathbf{40\% \text{ Utilization}}$$



The percentage of occupied Beds is expected to fall between 65% -100%. If not, explanation is needed!

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!

Submit your Report!



1. Pull your reports

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



2. Review your reports

3. Make corrections

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



4. Submit accurate report

- [NC-502 Durham CoC](#)
- [NC-503 Balance of State CoC](#)
- [NC-513 Orange CoC](#)



5. Respond to any follow-up questions from Helpdesk

Submit your Report!



Submit accurate reports by 2/5

- [NC-502 Durham CoC](#)
- [NC-503 Balance of State CoC](#)
- [NC-513 Orange CoC](#)

Prepare to submit once per HMIS project with:

- Microsoft Excel – Reports version of your PIT/HIC report (1)
- Explanation of any missing or unusual data
- Optional:
 - Project Zip Code
 - Project Funding Source

How to ensure a smooth PIT/HIC process

- Confirm your Data Center Point of Contact (we'll reach out by Jan 30th)
- 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



Training and Resources

ZenGuide Knowledge Base

Your first stop for answers

- [HMIS Point-In-Time & Housing Inventory Count Process](#)
- [D007 - 0630 Sheltered PIT \(Point in Time\) Report Correction Guide](#)
- [D006 - 0628 Housing Inventory Count \(HIC\) Report Correction Guide](#)

Bookmark it!

<https://ncceh.zendesk.com/hc/en-us>

HMIS@NCCEH ZENGUIDE

December Monthly Training: Unsheltered Data in HMIS

Topics Discussed:

- Engaging with humility
- Entering clients in Street Outreach
- Entering client's Current Living Situation
- Exiting Inactive clients

The [Slides](#) & [Recordings](#) of the training are available on <https://www.ncceh.org/hmis/news/>



What's Next?

What's Next Calendar

Due	Event Name
January 15th	Monthly Training: PIT/HIC Report Training 10-11 am
January 27 th	Durham & Orange PIT/HIC Night
January 29 th	Balance of State PIT/HIC Night
February 5th	PIT/HIC Reports Due
February 5 th	HMIS Systems Updates 10-11 am
March 1 st	A020 Submission for Oct-Jan Due
March 6 th	HMIS Systems Updates Meeting 10-11am
March 19 th	Monthly Training: TBD 10-11am

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





Questions?

Let's Troubleshoot!

Contact NCCEH

hello@ncceh.org

919.755.4393

NCEndHomelessness 

@NCHomelessness 

nc_end_homelessness 

Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997



NCCEH