HUD Point in Time (PIT) Report Guide

The following guide provides information on locating and running the HUD Point in Time (PIT) Report in the PA HMIS/Client Track system. This report is available to all users and generates data for the Sheltered Point in Time count for Emergency Shelters, Transitional Housing and Safe Haven programs. This is the report to use to check your PIT night numbers for your participating programs.

All users with access to the new PA HMIS/Client Track system will have access to the HUD Point in Time report, and is located under the **Home** -> **Case Manager Reports** area.   There are four folders in this area, and this report is located within the <u>HUD / HMIS Reports</u> section as shown below:
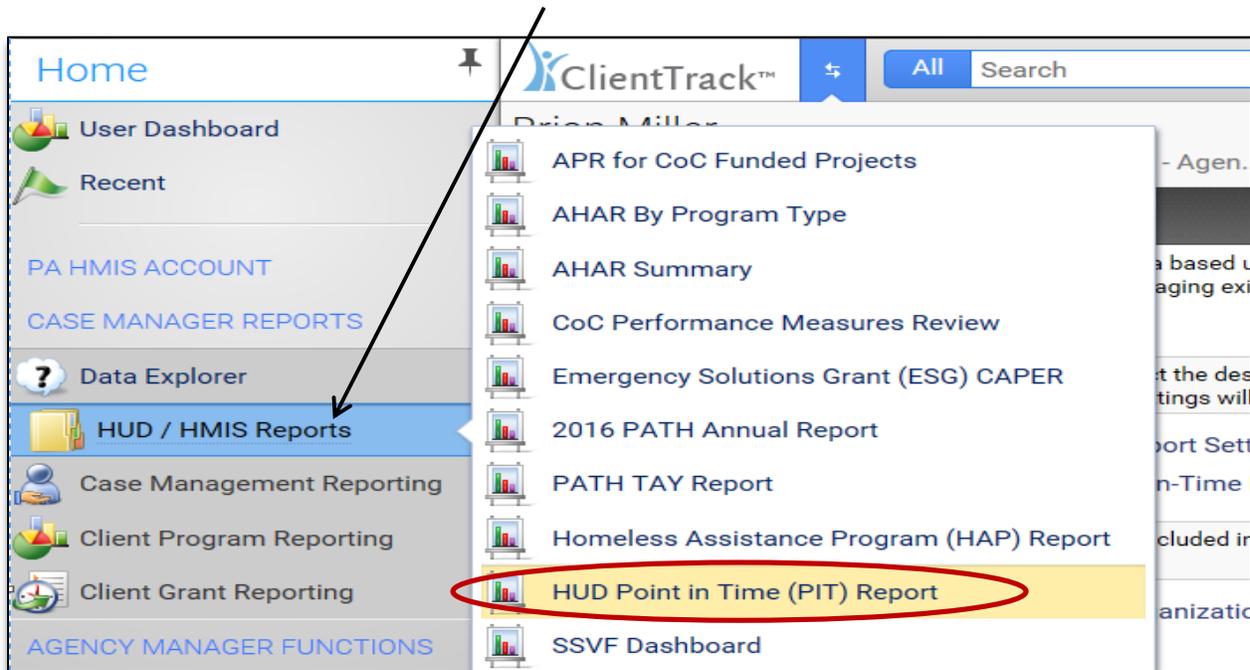
After selecting the Case Manager Reports folder, hover over the HUD / HMIS Reports folder, which allows for the individual reports to appear. Select the <u>HUD Point in Time (PIT) Report</u> link and the system will load the report filter that will enable you to enter options for which to generate the report.

Date Range: the report allows you to enter in a single date for the report, which will be the night of the PIT count as determined by your CoC. The system will pull all clients/households enrolled into your included programs on this day.

Organizations: the report will require you to select the organizations in which you want to report on. For most users this will include a single organization and this will be selected by default. However this report will allow you to combine data for multi-organizations and programs into a single report if so desired.

ded in the report by selecting each organization separately, or click the ✔ icon to select all. *Note: The lis*

Organization(s): * ✔ HMIS Service Agency ✔
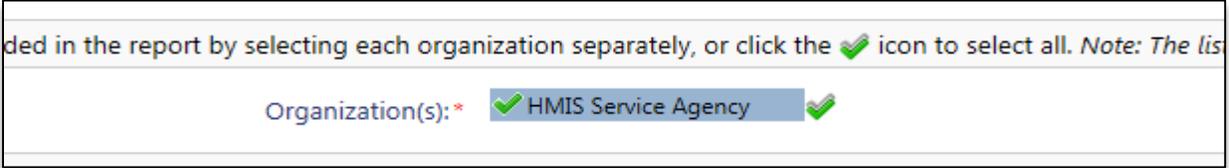
Programs: the report contains an optional program filter that can be used to further filter the data that is included on the report. By default if no programs are selected all of them are included on the report. To filter by one or more programs, select the "Filter by Program(s)" option to view your program list. You can simply select your program(s) to include on the report.

When checked, the list displays programs that belong to the organizations you selected above. Indicate

Program(s): ☑ Filter by Program(s)
HMIS Service Agency - SSVF HP Program
HMIS Service Agency - SSVF RR Program
HMIS Service Agency - Supportive Services
   Program
✔ HMIS Service Agency - Transitional Housing
   Program
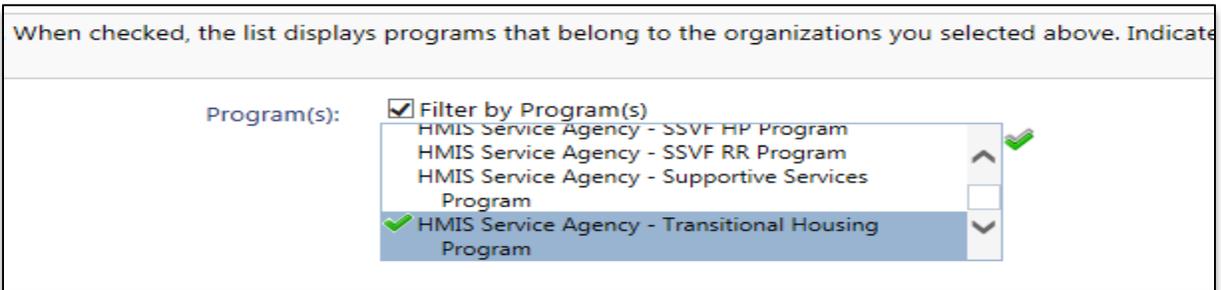
Please note that it is highly recommended to run this report by selecting each of your Emergency Shelter, Transitional Housing and Safe Havens individually so you can view the data being pulled for the Point in Time count for each of them separately. You can then see if your HMIS counts match your real-world counts and make adjustments if needed. Below we explain how to view the individual clients being reported.

Run the Report: Once the report filters have been properly set, simply select the "Report" button on the bottom right-hand side of the screen, this will generate the HUD Point in Time report.

The report will appear in a new window on your screen, you can use the "export" option near the top of the report window to create and save the report into a PDF.

HUD Point-In-Time (PIT) Count Report

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Excel
Excel Data
PDF
Word [PDF]

HUD Point-in-Time (PIT) Count
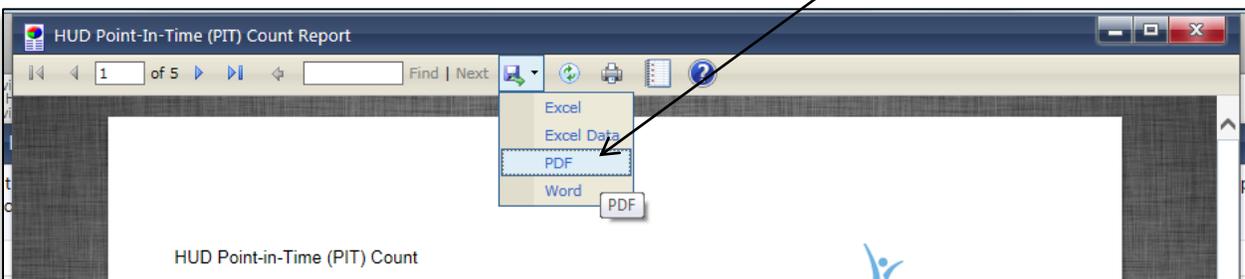
The HUD Point in Time report has been updated to meet the latest 2017 standards released by HUD and contains all the tables required to conduct the sheltered PIT count through the system.   Each table is broken down by client type and includes data for Adults and Children Households, Adults Only Households, Children Only Households, Veteran Households, Youth Households, and a general Subpopulation table (please note the Chronic Homeless clients are now included in the household type tables).   The count of each client type is listed in either the ES (Emergency Shelter), TH (Transitional Housing), or SH (Safe Haven) categories based on your program type; an example of the initial table is show below.

Households with at least one adult and one child					
	Sheltered			Unsheltered	Total
	ES	TH	SH		
Total numbers of households	1	1	0	0	2
Total numbers of persons	2	2	0	0	4
Number of children (under age 18)	1	1	0	0	
Number of young adults (age 18-24)	0	0	0	0	
Number of adults (over age 24)	1	1	0	0	
Gender (adults and children)	Sheltered			Unsheltered	
Female			2	0	
Male			2	0	
Transgender: Male to Female			0	0	
Transgender: Female to Male			0	0	
Ethnicity (adults and children)	Sheltered			Unsheltered	
Non-Hispanic / Non-Latino			4	0	

> Each figure reported in the main table is underlined, and when selected will create a sub-report thsat will generate data on the individual clients that make up that number

As an example, by clicking on the "2" under the Sheltered Female category, the system will generate a sub-report in a new window that shows the identity of the client(s) that generated that number.

Program Type:	Sheltered			
Row:	Female			
Persons				
Name	SSN	Enroll Date	Exit Date	Age
Aaron, Kimberely		1/6/2015		13
Johnson, Kelly	XXX-XX-	1/12/2015		14
Total Unduplicated Persons	2			

You can use this report to review your general PIT Count figures and also drill-down to the individual data for informational purposes or to further review you data when your numbers in HMIS do not match your manual counts.