**Running HMIS Report to check enrollments for the 2022 Point in Time Count**
Updated December 2021

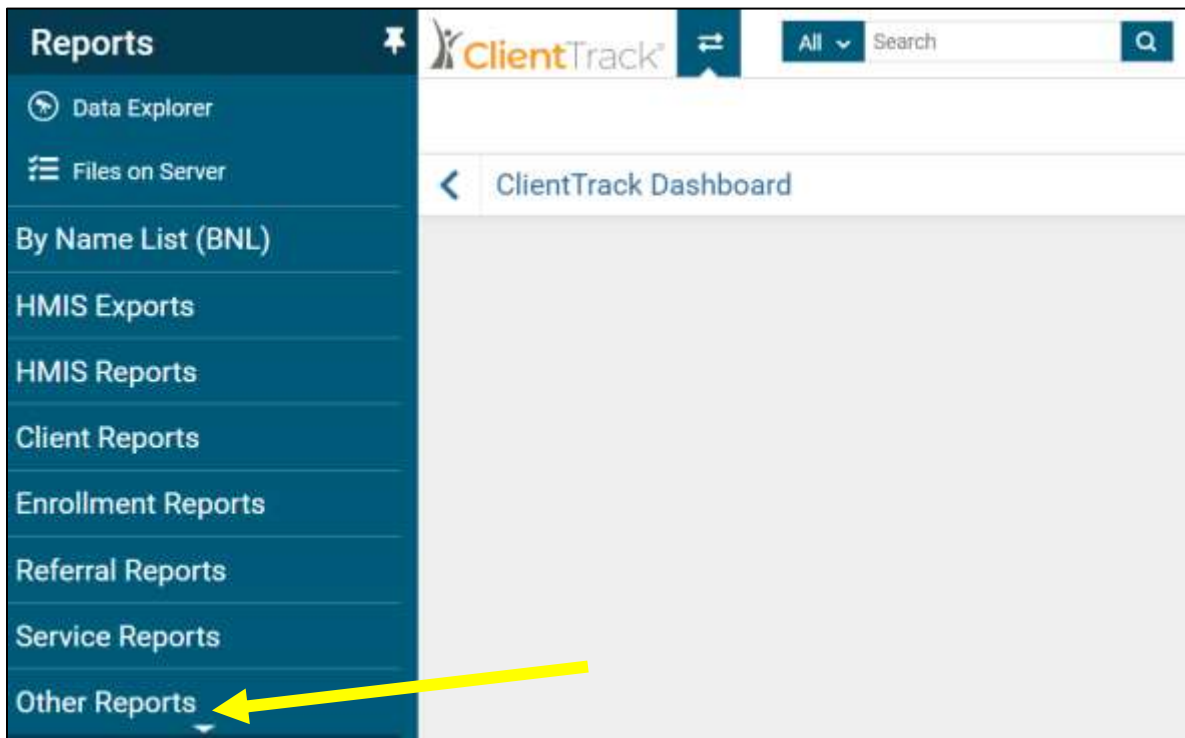# Contents

Checking Emergency Shelter and Transitional Housing Enrollments for PIT
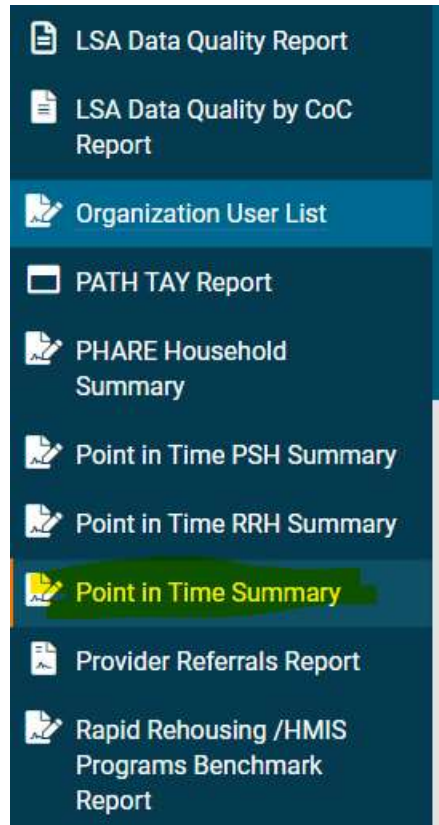
- When logged in to HMIS, use the carousel at the top of the page to navigate to the Reports workspace. Click the right arrow until you see the Reports workspace. Click on the Reports workspace.
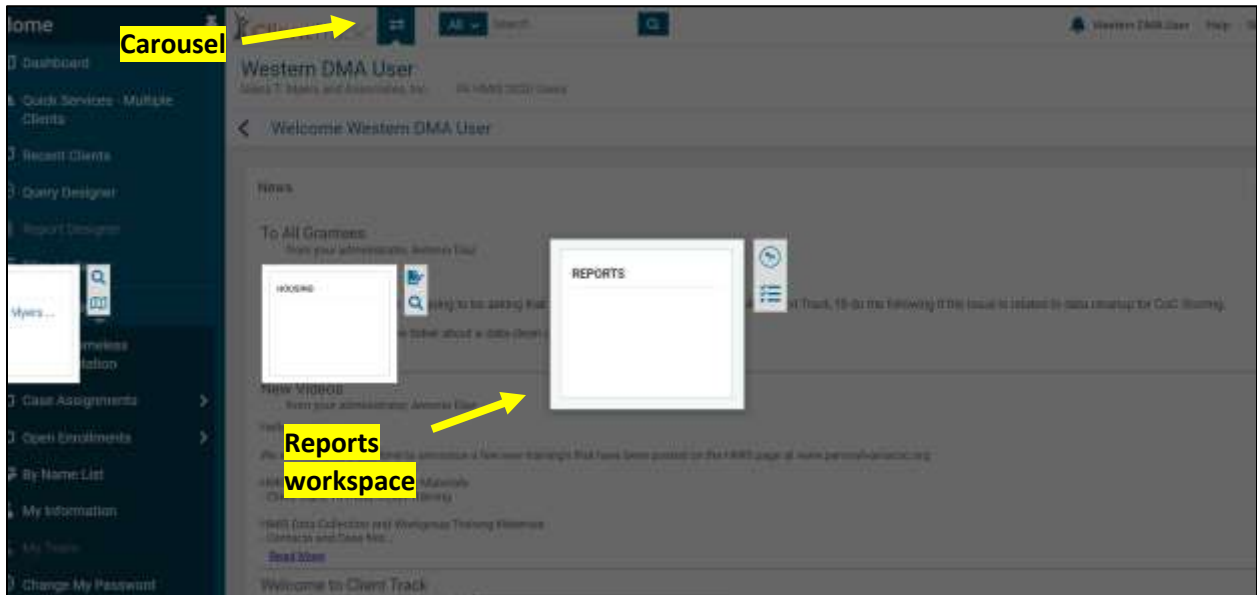
- On the left-hand side of the screen, navigate to and click the "Other Reports" menu. If your menu isn't visible, hover over the menu icon and select "Show the Menu" option.

- **Choose the Point in Time Summary Report**

- Within the Point in Time Summary report parameters:
  - Choose your Begin Date and End Date – you can run this report for any date range to check your data quality. For example, you can run it for a single date (12/10/21), or for a date range (11/1/21-11/30/21).
  - Under "Include Non-HMIS Programs" select "HMIS only"
  - Choose your CoC
  - Under Program(s), you can leave Program Type blank.
  - Under Program(s), select "Filter by Program" and select your project.
    - NOTE: If you have multiple ES and TH projects, you can run this report for multiple projects at one time and the results will be broken out by project.
  - Click the Report button
- Once the report generates, the report will display the total households/persons that are enrolled in your project for the selected date range.
- The total numbers of persons and households who are enrolled in your project are provided in the columns below. This is broken out by household type (Adults and Children, Adults Only, Children Only)

Program Type	Total Count	Adults & Children	A & C Families	Adults Only	Adults Only Fam.	Children Only	Children Only Fam.
Emergency Shelter	28	25	8	3	3	0	0

- Total Count – this is the total number of persons enrolled in your project during the selected date range
- Adults and Children – this is your total Adults/Children persons
- A&C Families– this is your total Adults/Children households
- Adults Only– this is your total Adults Only persons
- Adults Only Fam.– this is your total Adults Only households
- Children Only – this is your total Child Only persons
- Children Only Fam.– this is your total Child Only households

- To review details for this report (list of clients that are feeding into this report), click the **Export Report Data to Excel** button in the top right-hand corner which will generate a report showing all the clients enrolled in your program during the report period.
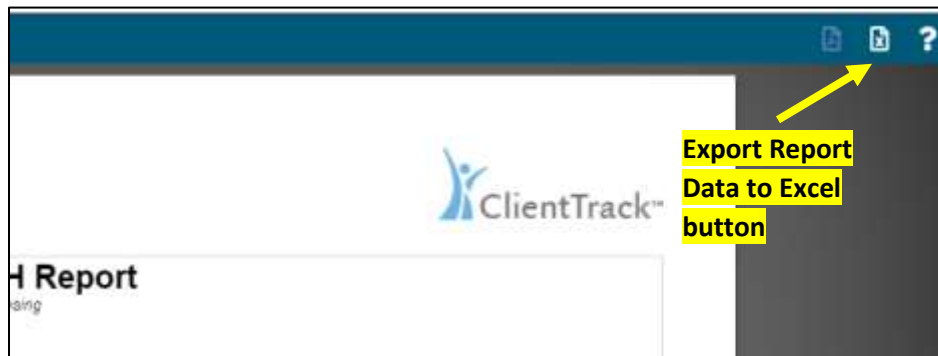

- Data Clean Up Guidance:
  - Export the data to Excel and review the list of clients. Ensure that the list includes all clients who have enrolled in your project during the date range. Ensure that any clients who have exited the project have been exited.

- <u>NOTE</u>: You can also run the "Clients in Program" report under Enrollment Reports to check your enrollments for a given date range.
- <u>IMPORTANT</u>: *Do not use the "Point in Time Summary" report to check enrollments for RRH, PSH, or OPH projects.* Please use the guidance for those specific project types.

If you need assistance running or understanding this report, please reach out to DMA at pahomelesscount@dma-housing.com. We will work together with the HMIS team to resolve any issues if needed.

# Checking Rapid Rehousing (RRH) Enrollments for PIT

- **IMPORTANT:** This report only includes clients and households who have moved into housing. Only clients who have moved into housing should be included in your RRH count for the PIT.
- When logged in to HMIS, use the carousel at the top of the page to navigate to the Reports workspace. Click the right arrow until you see the Reports workspace. Click on the Reports workspace.
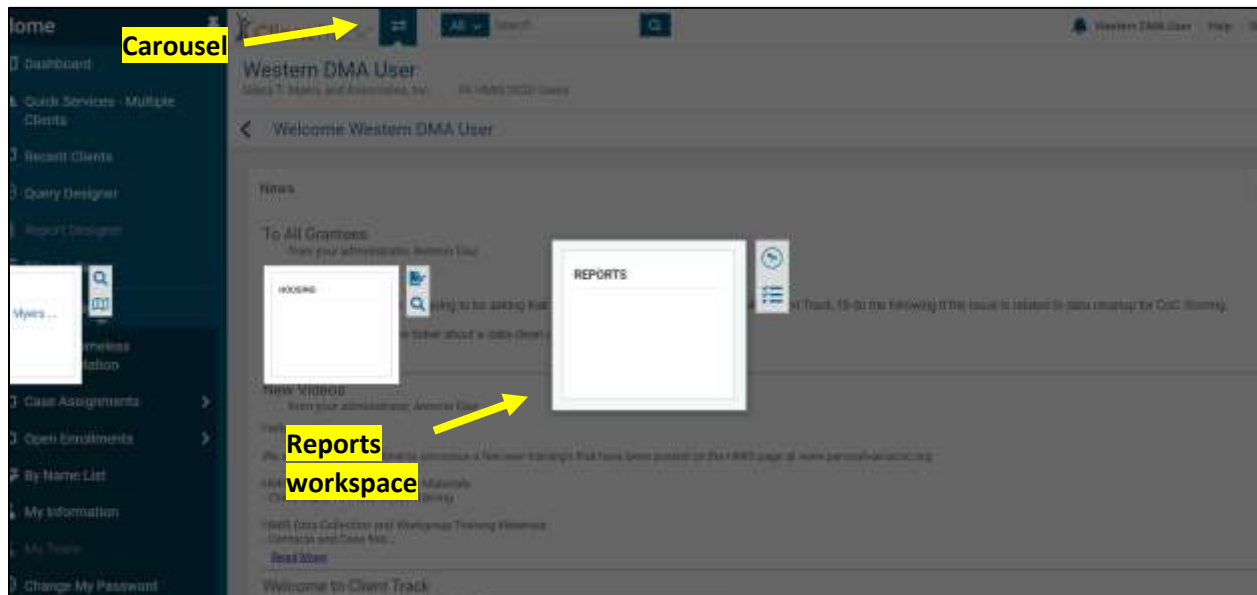
- On the left-hand side of the screen, navigate to and click the "Other Reports" menu. If your menu isn't visible, hover over the menu icon and select "Show the Menu" option.
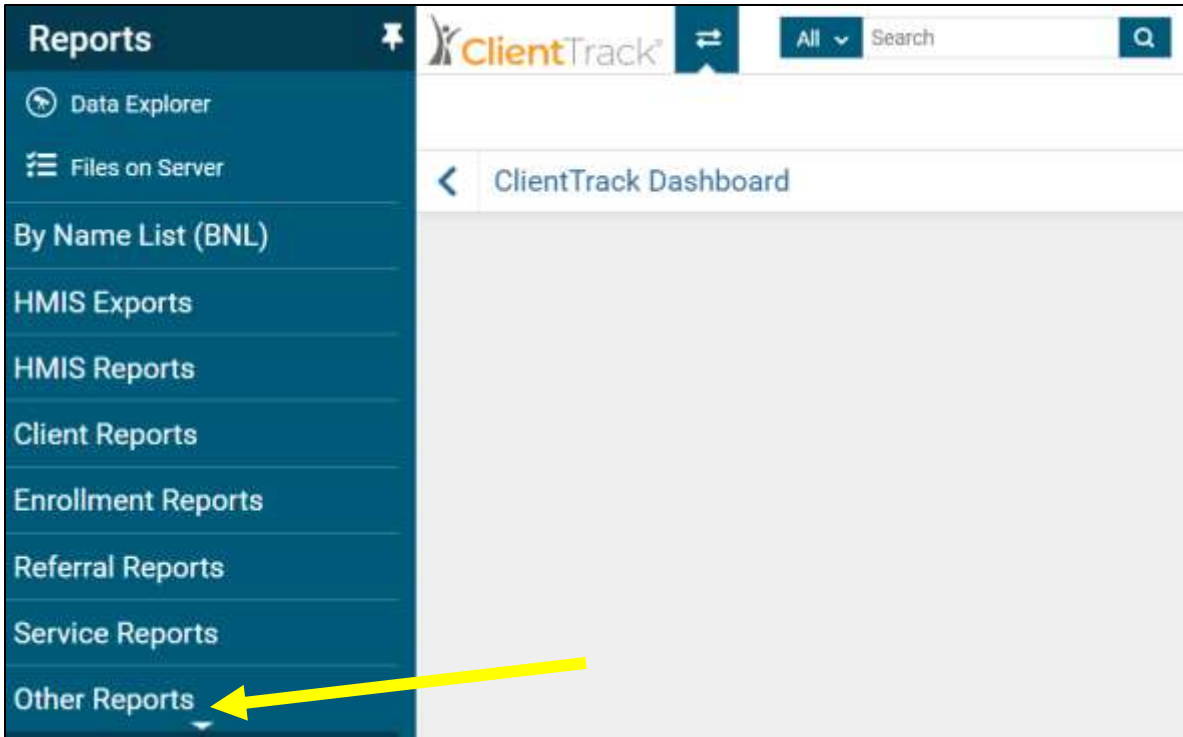
- **Choose the Housing Inventory Count RRH Report**
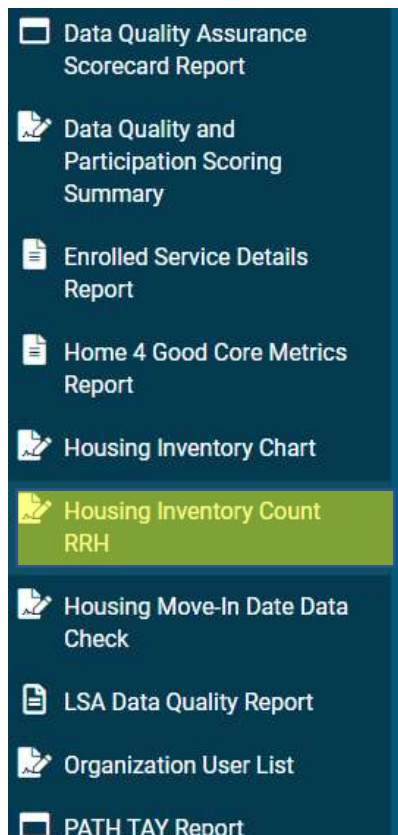
- Within the Housing Inventory Count RRH report parameters:

- o Choose your Begin Date and End Date – this should be the 2022 Point in Time Count date (Begin Date: 1/26/22; End Date: 1/26/22)
  - o Choose your CoC
  - o Select "Filter by Project" and select your project.
    - ▪ NOTE: If you have multiple RRH projects, you can run this report for multiple projects at one time and the results will be broken out by project.
    - ▪ NOTE: If you have consolidated projects through the CoC NOFA Competition *and your projects have not yet been consolidated in HMIS*, you will need to add together the numbers for your consolidated projects.
  - o ***Important: Do not apply the county filter – leave county filter blank.***
  - o Click the Report button
- Once the report generates, this will display the total households/persons that are marked in HMIS as **In Permanent Housing** (only persons/households in permanent housing/who have a move-in date in HMIS are included in your PIT/HIC numbers).
- The total numbers of persons and households who are enrolled/moved into permanent housing are provided in the columns below. This is broken out by household type (Adults and Children, Adults Only, Children Only)

Program Type	Adults & Children		Adults Only		Children Only		PIT Count
	Beds	Units	Beds	Units	Beds	Units	
Rapid Rehousing	12	3	4	4	0	0	16

  - o **Adult and Children beds** – this is your total Adults/Children persons
  - o **Adult and Children units** – this is your total Adults/Children households
  - o **Adults Only beds** – this is your total Adults Only persons
  - o **Adults Only units** – this is your total Adults Only households
  - o **Children Only beds** – this is your total Child Only persons
  - o **Children Only units** – this is your total Child Only households
  - o **PIT Count** – this is the total number of persons enrolled/moved into permanent housing in your program on the date for which you ran the report.

- To review details for this report (list of clients that are feeding into this report, etc.), click the **Export Report Data to Excel** button in the top right-hand corner which will generate a report showing all the clients enrolled in your program during the report period.

Export Report Data to Excel button
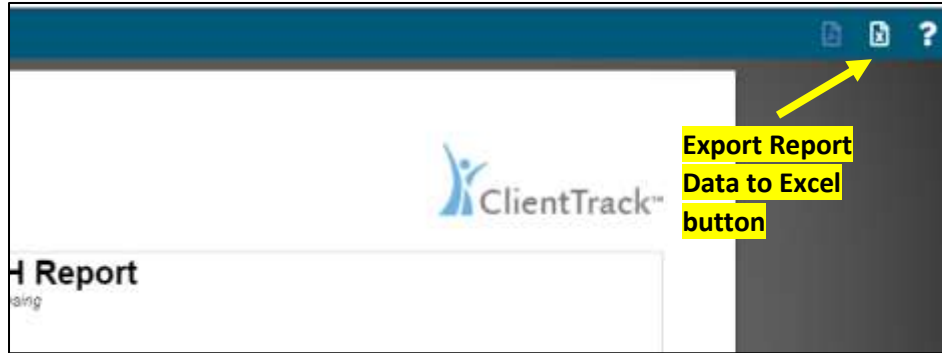
- **IMPORTANT**: To ensure that your project report is correct, please ensure that you have reviewed HMIS Entry assessments for every household who has moved into housing and **make sure you have entered a move-in date**.

If you need assistance running or understanding this report in order to report your Rapid Rehousing numbers for the PIT Count, please reach out to DMA at pahomelesscount@dma-housing.com. We will work together with the HMIS team to resolve any issues if needed.

Checking Permanent Supportive Housing (PSH) and Other Permanent Housing (OPH) Enrollments for PIT

- When logged in to HMIS, use the carousel at the top of the page to navigate to the Reports workspace. Click the right arrow until you see the Reports workspace. Click on the Reports workspace.
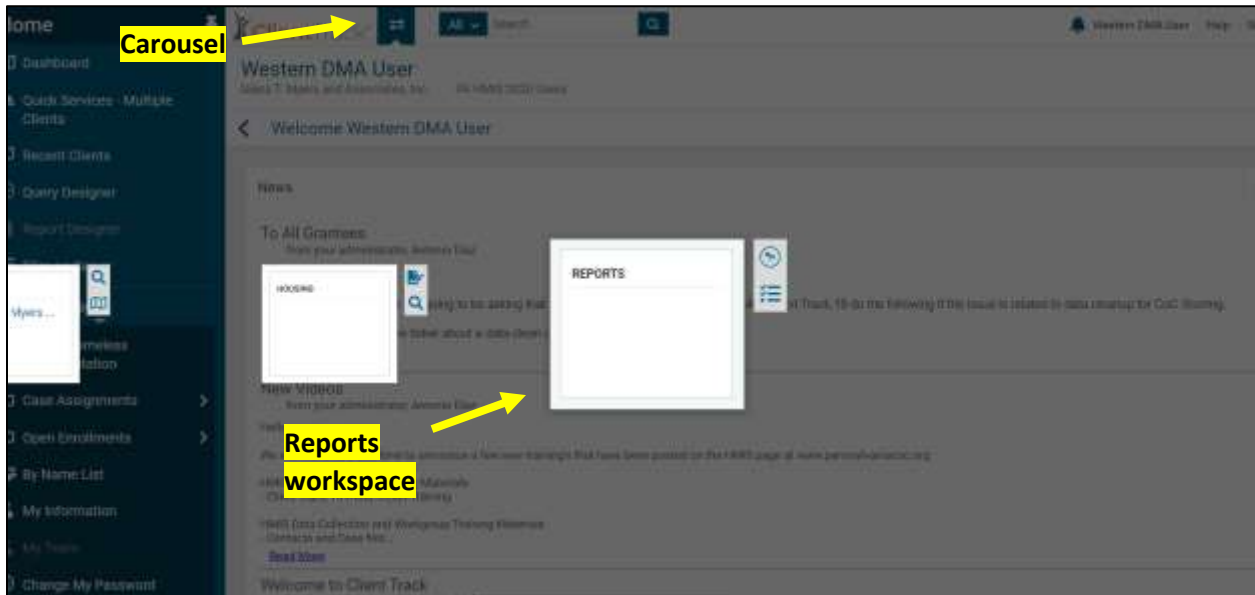
- On the left-hand side of the screen, navigate to and click the "Other Reports" menu. If your menu isn't visible, hover over the menu icon and select "Show the Menu" option.
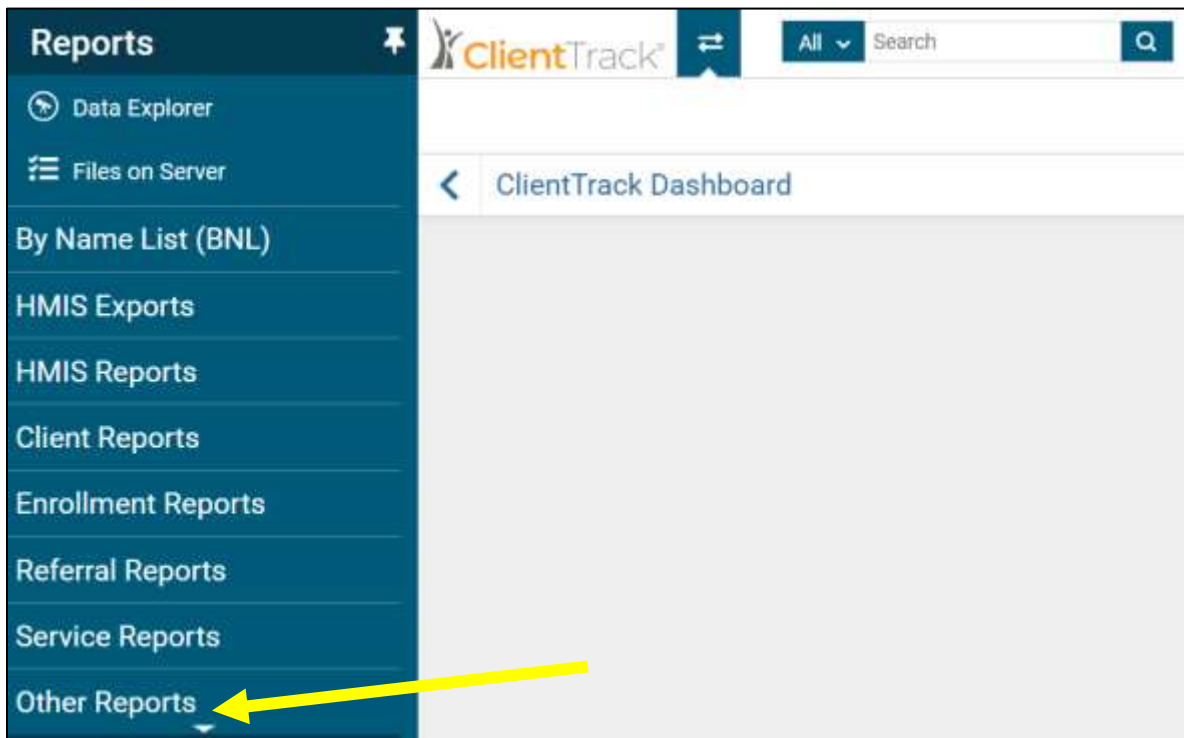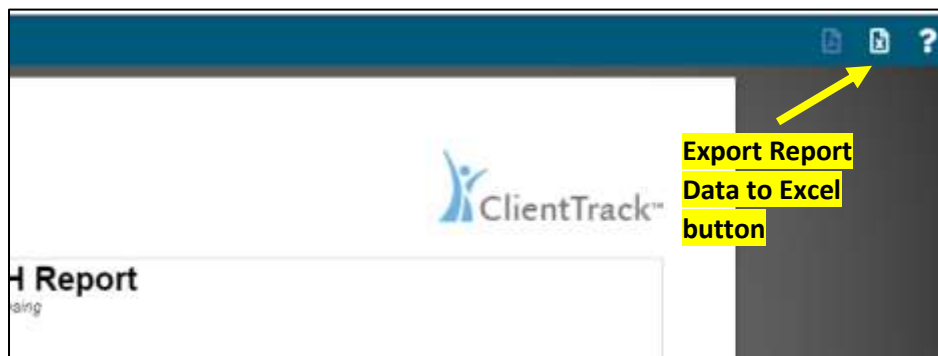
- **Choose the <u>Point in Time PSH Summary</u>**
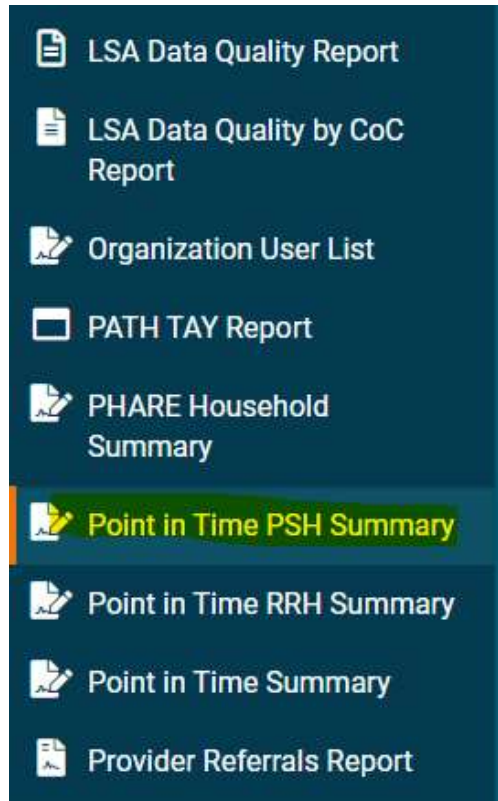
- Within the Point in Time PSH Summary report parameters:
  - Choose your Begin Date and End Date – you can run this report for any date range to check your data quality. For example, you can run it for a single date (12/10/21), or for a date range (11/1/21-11/30/21).
  - Choose your CoC
  - Under Program(s), select "Filter by Program" and select your project.
    - NOTE: If you have multiple PSH or OPH projects, you can run this report for multiple projects at one time and the results will be broken out by project.
  - Click the Report button
- Once the report generates, the report will display the total households/persons that are enrolled in your project for the selected date range.
- The total numbers of persons and households who are enrolled in your project are provided in the columns below. This is broken out by household type (Adults and Children, Adults Only, Children Only)

Program Type	Total Count	Adults & Children	A & C Families	Adults Only	Adults Only Fam.	Children Only	Children Only Fam.
Permanent Supportive Housing	21	19	6	2	1	0	0

- o **Total Count** – this is the total number of persons enrolled in your project during the selected date range
- o **Adults and Children** – this is your total Adults/Children persons
- o **A&C Families**– this is your total Adults/Children households
- o **Adults Only**– this is your total Adults Only persons
- o **Adults Only Fam.**– this is your total Adults Only households
- o **Children Only** – this is your total Child Only persons
- o **Children Only Fam.**– this is your total Child Only households

- To review details for this report (list of clients that are feeding into this report), you can click the **Export Report Data to Excel** button in the top right-hand corner which will generate a report showing all the clients enrolled in your program during the report period.

- Data Clean Up Guidance:
  - o Export the data to Excel and review the list of clients. Ensure that the list includes all clients who have enrolled in your project during the date range. Ensure that any clients who have exited the project have been exited.

If you need assistance running or understanding this report, please reach out to DMA at pahomelesscount@dma-housing.com. We will work together with the HMIS team to resolve any issues if needed.