Running HMIS Report to check enrollments or housed clients for the 2025 Point in Time (PIT) Count
Updated January 2025

Contents

Checking Emergency Shelter (Excluding Night by Night Shelters) and Transitional Housing Enrollments for PIT
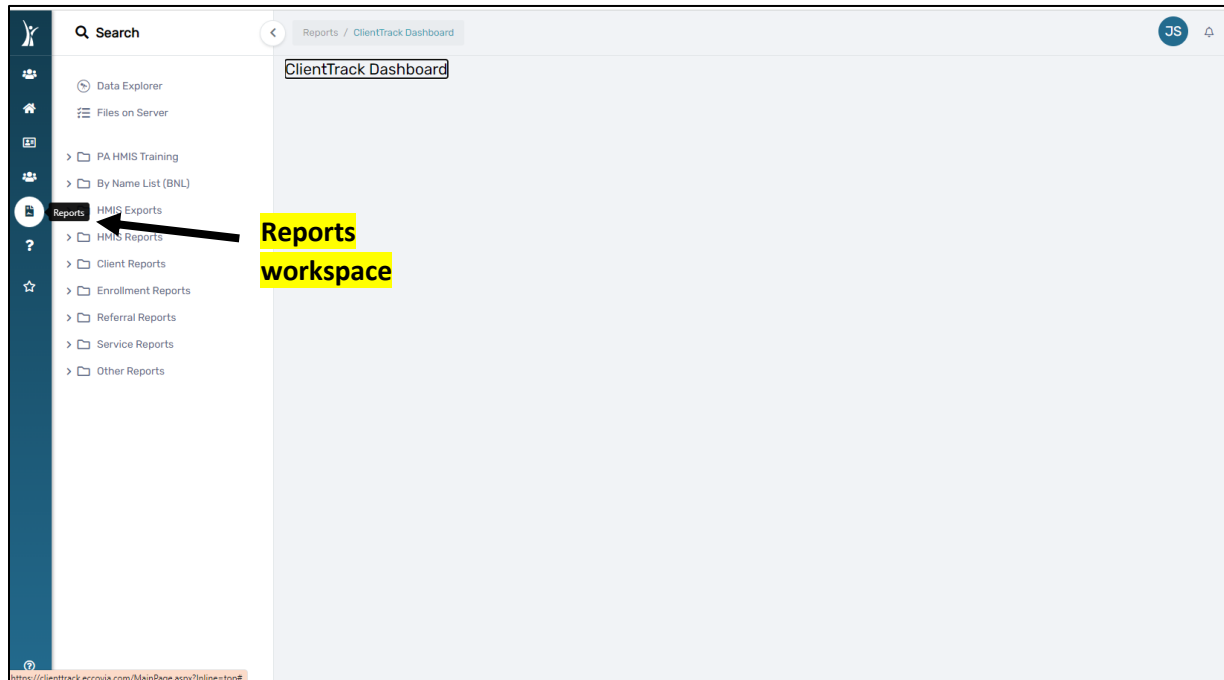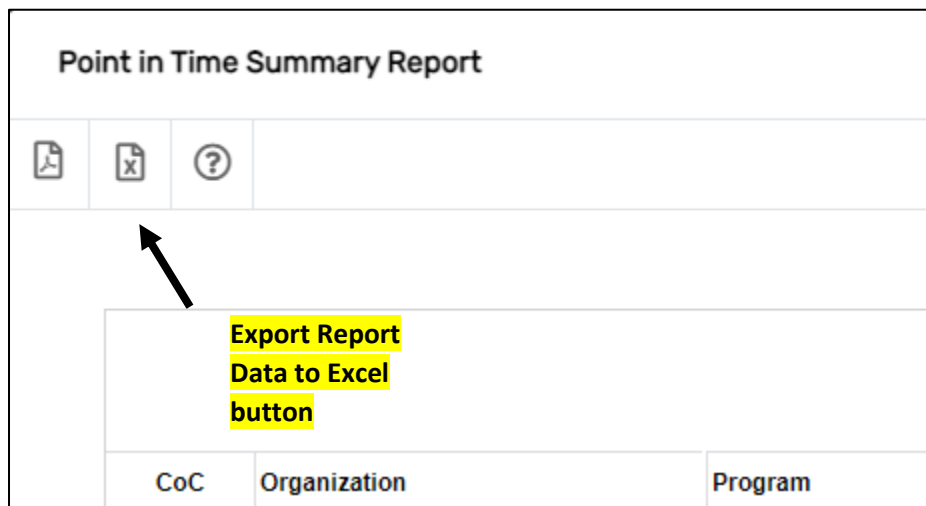
- When logged in to HMIS, click on the Reports Workspace on the left-hand side of the screen.

- Navigate to the **Other Reports** section.
- **Choose the <u>Point in Time Summary Report</u>**
  - NOTE: this report can be used for emergency shelters and transitional housing Projects, EXCLUDING night-by-night shelters (see next section for night-by-night shelters)
- Within the Point in Time Summary report parameters:
  - Choose your Begin Date and End Date – this should be the 2025 PIT Count date (Begin Date: 1/22/25; End Date: 1/22/25)
  - Choose your CoC
  - Under Project(s), leave Project Type blank.
  - Under Project(s), select "Filter by Project" and select your Project name.
    - 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

- 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 persons in Adult/Child households
- o **A&C Families**– this is your total Adult/Child households
- o **Adults Only**– this is your total persons in Adult Only households
- o **Adults Only Fam.**– this is your total Adults Only households
- o **Children Only** – this is your total persons in Child Only households
- 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), click the **Export Report Data to Excel** button in the top left-hand corner which will generate a report showing all the clients enrolled in your Project during the report period.

Point in Time Summary Report

Export Report Data to Excel button

	CoC	Organization	Program

- 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.

- **NOTE**: You can also run the "Clients in Project" report under Enrollment Reports to check your enrollments for a given date range.
- **IMPORTANT**: *Do not use the "Point in Time Summary" report to check PIT numbers 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 Night-by-Night (NbN) Shelter Enrollments for PIT

- When logged in to HMIS, click on the Reports Workspace on the left-hand side of the screen.
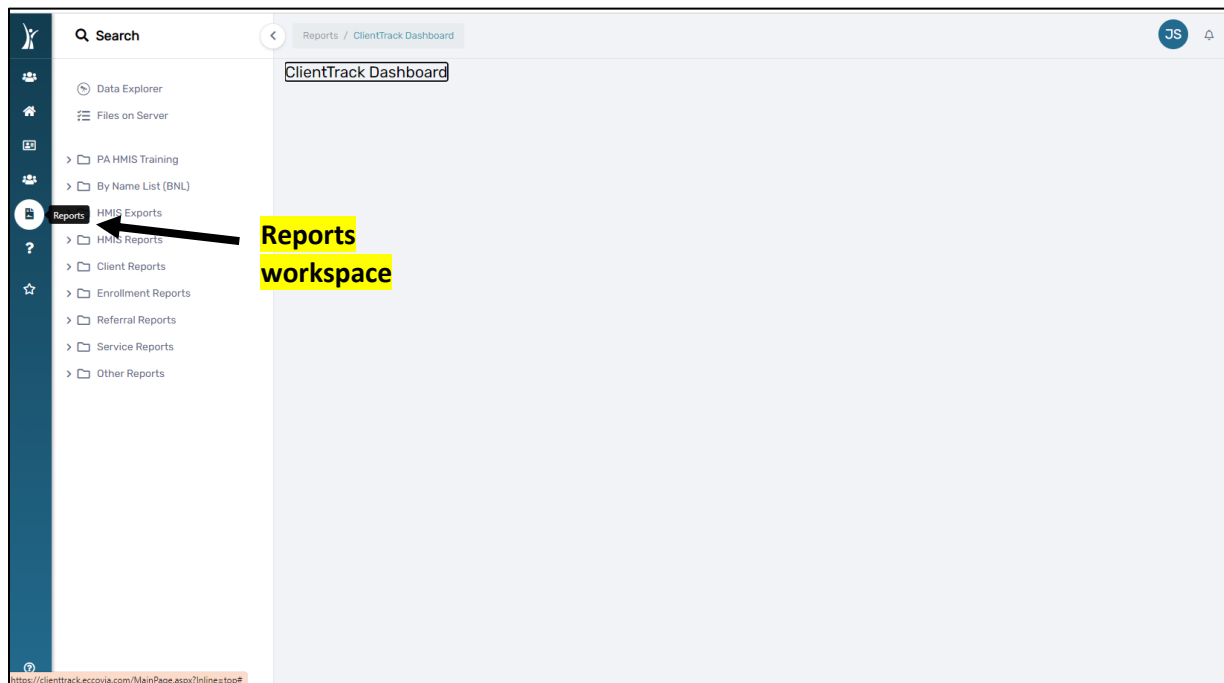
- Navigate to the **Other Reports** section.
- **Choose the Active Client List (with County) report**
  - NOTE: when checking PIT count date numbers, this report should only be used for Night-by-Night shelters
- Within the report parameters:
  - Choose your Begin Date and End Date – this should be the 2025 PIT Count date (Begin Date: 1/22/25; End Date: 1/22/25)
  - For Report Type, select "Active at any point"
  - For Active Client Method, select "Report Glossary Active Client"
  - Choose your Organization Name
  - Choose your Program Name
  - You should leave the rest of the optional fields blank
  - Click the Report button
- **Once the report generates, the report will display all people that had a bed night recorded in your project for the night of 1/22/25.**

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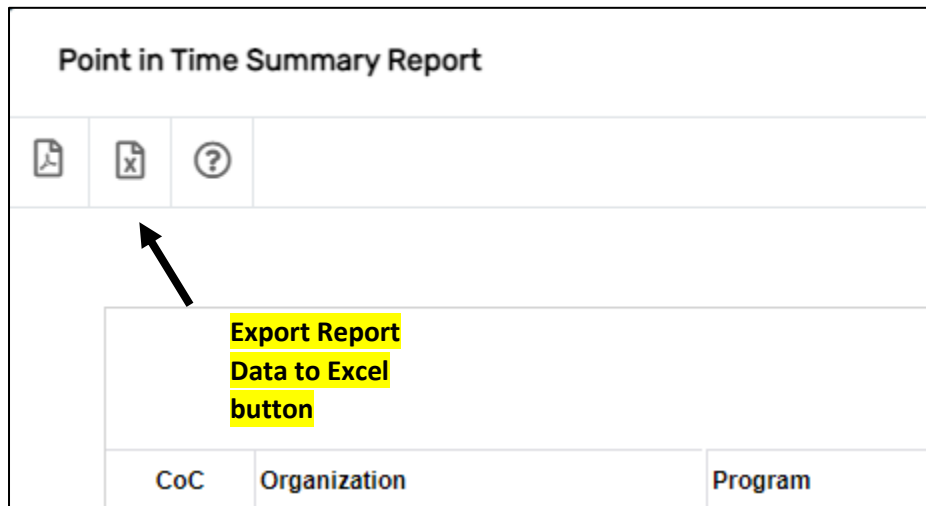

- Data Clean Up Guidance:
  - Export the data to Excel and review the list of clients. Ensure that the list includes all clients who have enrolled in your Project during the date range. Ensure that any clients who have exited the Project have been exited.

If you need assistance running or understanding this report, please reach out to the HMIS team and/or DMA at pahomelesscount@dma-housing.com. The HMIS team can assist you in ensuring that bed nights are recorded correctly.

Checking Rapid Rehousing (RRH) Housed Clients 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, click on the Reports Workspace on the left side of the screen.
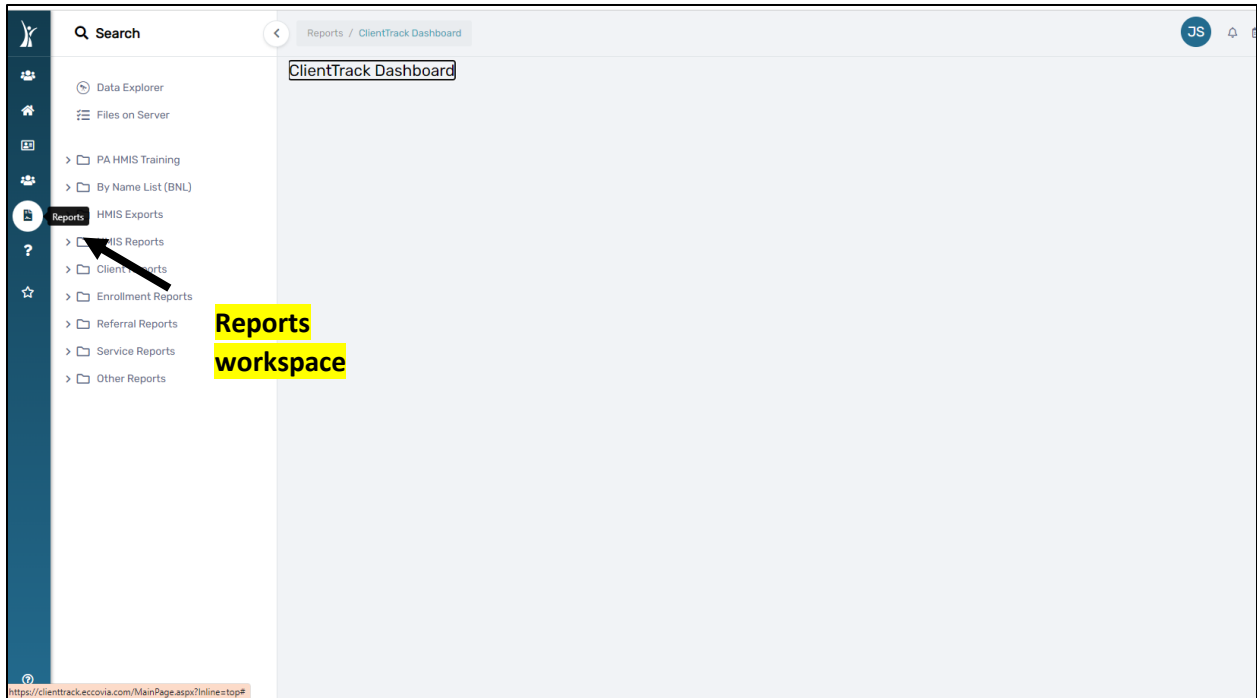
- Navigate to the **Other Reports** section.
- **Choose the <u>Housing Inventory Count RRH Report</u>**
- Within the Housing Inventory Count RRH report parameters:
  - Choose your Begin Date and End Date – this should be the 2025 PIT Count date (Begin Date: 1/22/25; End Date: 1/22/25)
  - Choose your CoC
  - 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 NOFO Competition *and your projects have not yet been consolidated in HMIS*, you will need to add together the numbers for your consolidated projects.
  - *Important: Do not apply the county filter – leave county filter blank.*
  - 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 **Adults and Children Beds** – this is your total persons in Adult/Child households (with move in dates)
- o **Adults and Children Units**– this is your total Adult/Child households (with move in dates)
- o **Adults Only Beds**– this is your total persons in Adult Only households (with move in dates)
- o **Adults Only Units -** this is your total Adults Only households (with move in dates)
- o **Children Only Beds** – this is your total persons in Child Only households (with move in dates)
- o **Children Only Units -** this is your total Child Only households (with move in dates)
- o **PIT Count** – this is the total number of persons enrolled/moved into permanent housing (with move in dates) in your project 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 left-hand corner which will generate a report showing all the clients enrolled in your project during the report period.
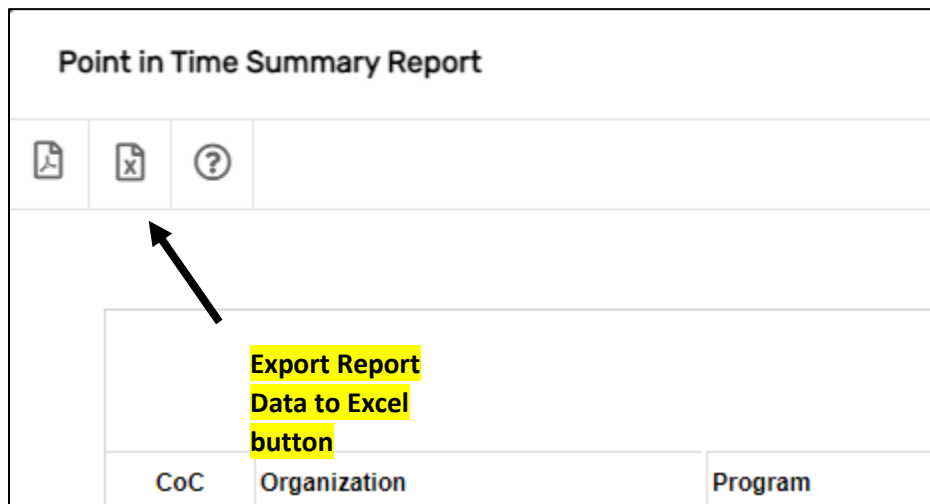

- **Data Clean Up Guidance:**
  - o Export the data to Excel and review the list of clients. Ensure that the list includes all clients who have enrolled in your Project during the date range. Ensure that any clients who have exited the Project have been exited. Ensure that all clients who have moved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

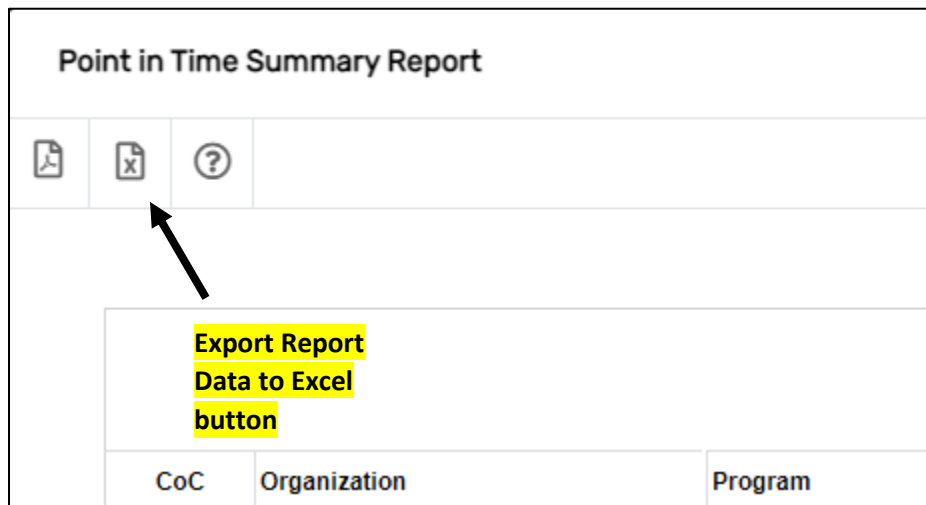# Checking Permanent Supportive Housing (PSH) and Other Permanent Housing (OPH) Housed Clients for PIT

- When logged in to HMIS, click on the Reports Workspace on the left side of the screen.
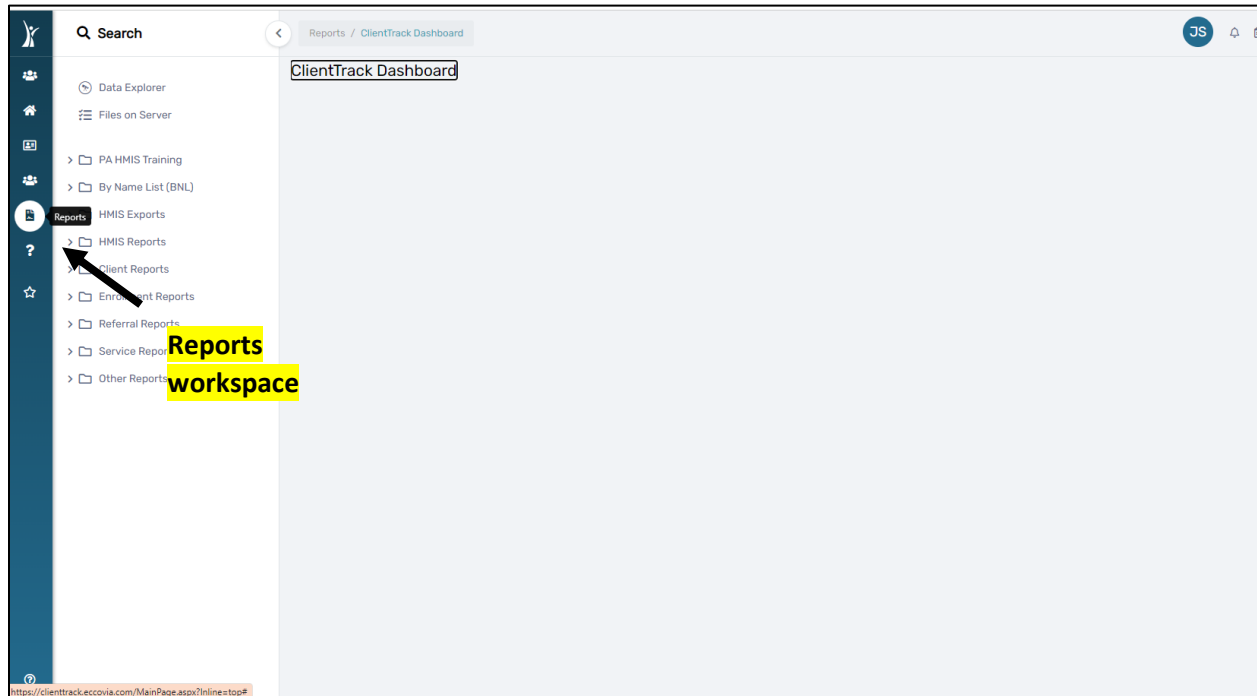
- Navigate to the **Other Reports** section.
- **Choose the <u>Point in Time PSH Summary</u>**
- Within the Point in Time PSH Summary report parameters:
  - Choose your Begin Date and End Date – you can run this report for any date range to check your data quality. To check your enrollments for the night of the PIT count, enter 1/22/2025 to 1/22/2025 as the date range.
  - Choose your CoC
  - Under Project(s), select "Filter by Project" and select your Project name.
    - 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 left-hand corner which will generate a report showing all the clients enrolled in your Project 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. Ensure that all clients who have moved in have a move-in date.

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.