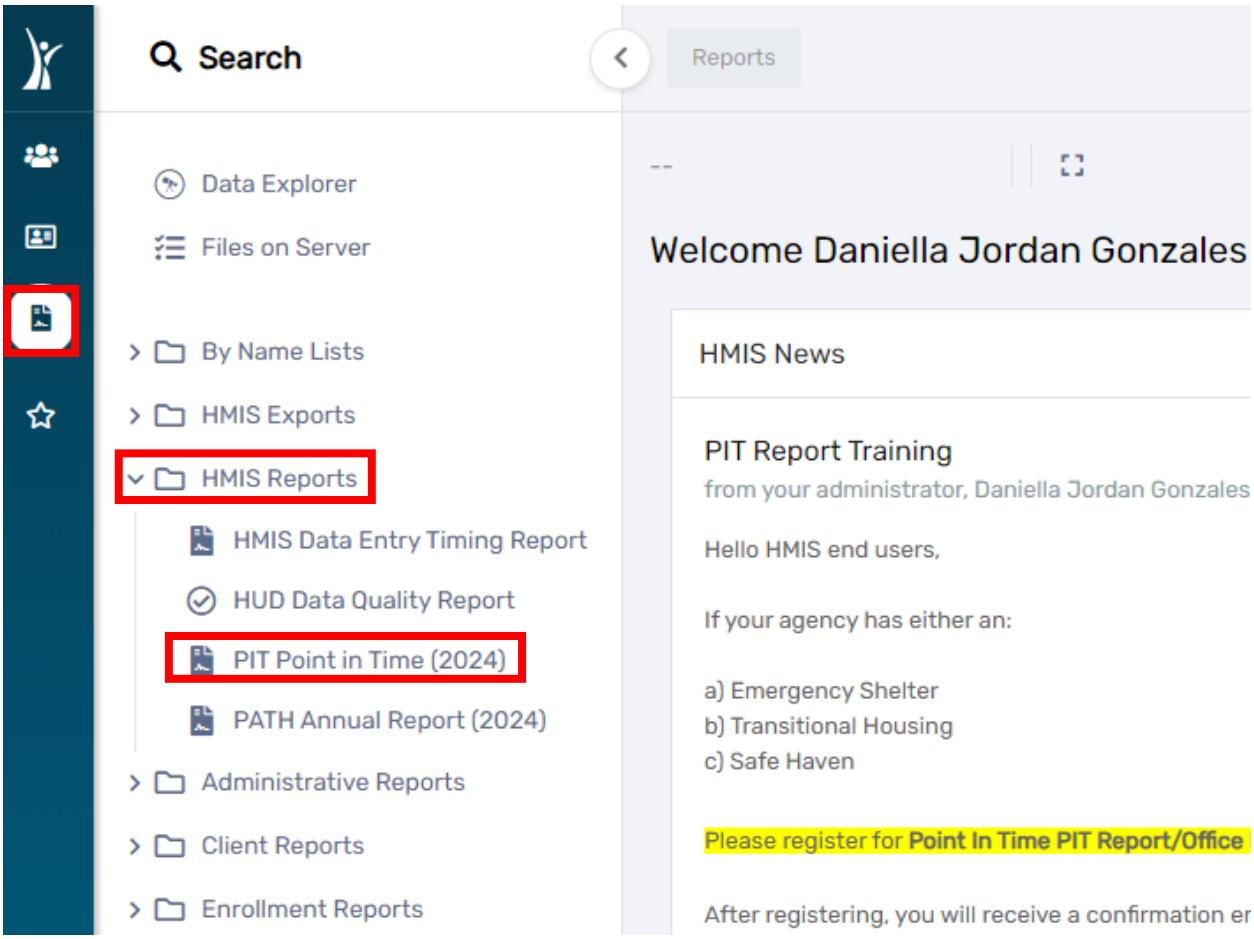
How to Run and Review the 2024 Point in Time Report

FRIENDLY REMINDER: PLEASE RUN ONE POINT-IN-TIME REPORT FOR EACH EMERGENCY SHELTER, TRANSITIONAL HOUSING, AND/OR SAFE HAVEN PROJECT IN YOUR AGENCY, AND SUBMIT THE REPORT(S) TO THE HELPDESK, BY COB FEBRUARY 14TH, 2025.

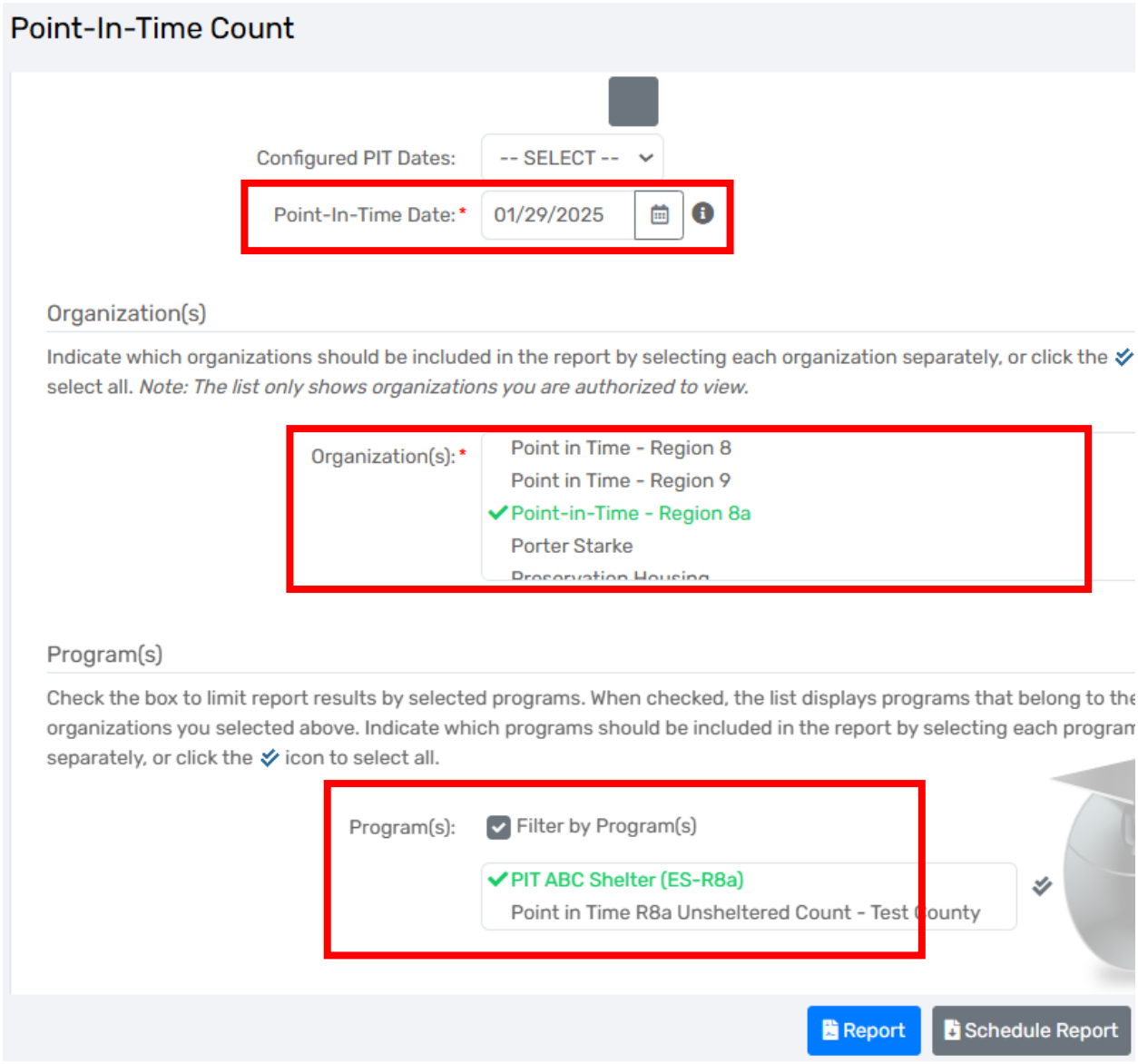
YOU DO NOT NEED TO RUN AND SUBMIT REPORTS FOR UNSHELTERED PROJECTS.

1. Login to **HMIS** under the appropriate organization and click on the **"Reports"** icon as shown below. Then click on **"HMIS Reports"** on the left-side menu and click on "**PIT Point in Time (2024)"** from the drop-down menu.
    a. If you want to **run the report for a HMIS/DVCT participating project**, you will need to be logged in under your appropriate organization
    b. If you want to **run the report for a non-HMIS/DVCT participating project**, you will need to login under the Point-in-Time organization for your region



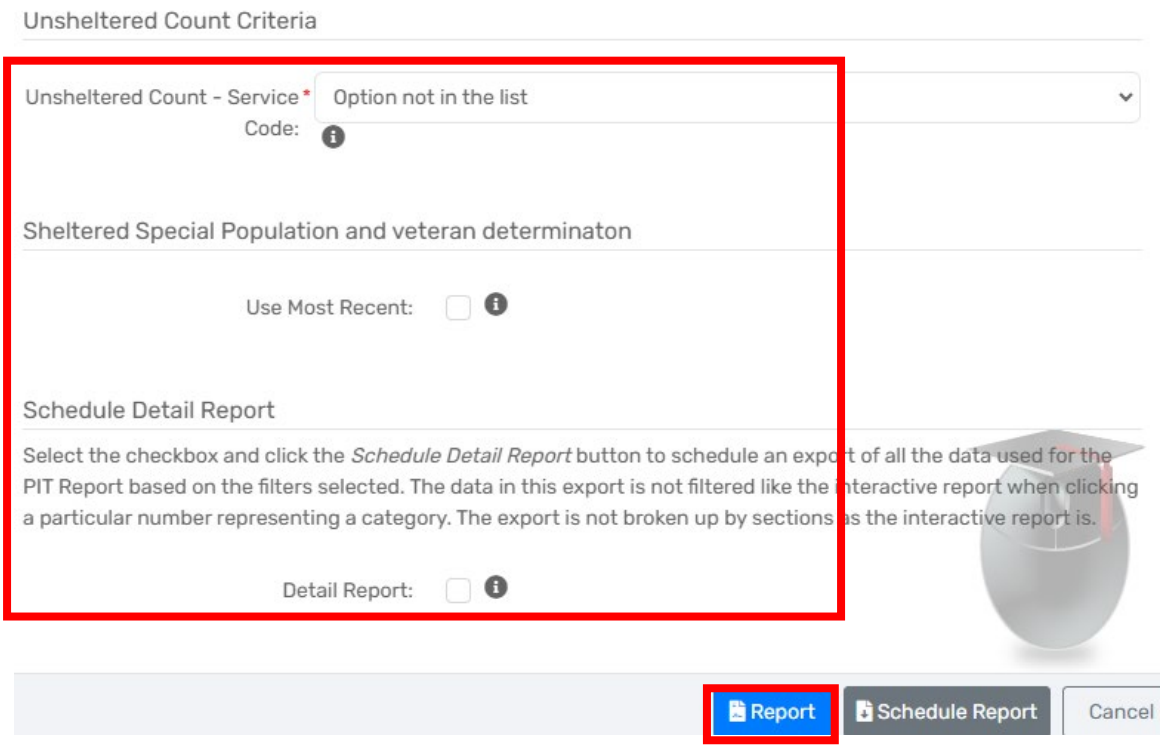
2. Under the **"Point-in-Time Date"** parameter choose **01/29/2025**. Then proceed to select either your agency under the **"organization"** parameter, or the Point-in-Time organization for your region.

Under the **"Programs"** parameter, select the project you wish to run the report for.



3.

a. If you are running the Point-in-Time report for an **emergency shelter or transitional housing project**, choose **anything** for the "Unsheltered Count Service Code" parameter and leave the "Sheltered Special Population and veteran determination" and the "Schedule Detail Report" parameters unchecked.
When you are done selecting your parameters, go ahead and click **"Report"** at the bottom right-hand corner of the screen.



4. After you click **"Report",** the report will be running on the back end, and you will not see anything for a minute or so. Wait patiently and a new window will load. The report will look something like the following image.

Point-In-Time Count

HUD Point-in-Time (PIT) Count

DSU 2024

For the night of Wednesday, January 29, 2025

Report Criteria:

Organization(s):	Point-in-Time - Region 8a
Program(s):	PIT ABC Shelter (ES-R8a)
Unsheltered Participation Service:	Unsheltered Pit

All Households

Households with at least one adult and one child

	Sheltered		Unsheltered	Total
	ES	TH		
Total numbers of households	0	0	0	0
Total numbers of persons (adults & children)	0	0	0	0
Number of children (under age 18)	0	0	0	0
Number of young adults (age 18-24)	0	0	0	0
Number of adults (age 25-34)	0	0	0	0
Number of adults (age 35-44)	0	0	0	0
Number of adults (age 45-54)	0	0	0	0
Number of adults (age 55-64)	0	0	0	0

5. The PIT report is a 7-page document.
   The first page is the count of the people in your project on the night of the count for households with at least one adult and one child.
   The second and third page of the report is a count of households without children and households with only children respectively.

   Make sure you go through each page to make sure the numbers are accurate for each household type.

HUD Point-in-Time (PIT) Count

DSU 2024

For the night of Wednesday, January 29, 2025

Households without children					
	Sheltered			Unsheltered	Total
	ES	TH	SH		
Total numbers of households	1	0	0	0	1
Total numbers of persons	2	0	0	0	2
Number of young adults (age 18-24)	0	0	0	0	0
Number of adults(age 25-34)	0	0	0	0	0
Number of adults (age 35-44)	0	0	0	0	0
Number of adults (age 45-54)	0	0	0	0	0
Number of adults (age 55-64)	2	0	0	0	2
Number of adults (age 65 and older)	0	0	0	0	0
Unknown Age(ClientTrack added field)	0	0	0	0	0

6. The numbers that are underlined in the report are hyperlinks that will take you to client level data. This will help you identify the clients and determine if they should be in that household type or not, among other things. If you click on numbers that are underlined, you will be able to see who those clients are as shown in the screenshot below.
7.

HUD Point-in-Time (PIT) Count Details

DSU 2024

For the night of Wednesday, January 29, 2025

Report Criteria::

Organization(s):	Point-in-Time - Region 8a
Program(s):	PIT ABC Shelter (ES-R8a)
Section:	Households without children
Program Type:	Emergency Shelter
Row:	Total Number of Persons

Persons				
Name	SSN	Enroll Date	Exit Date	Age
Romanoff, Anastasia	XXX-XX-1111	1/29/2025	1/30/2025	55
Romanoff, Tzar	XXX-XX-3333	1/29/2025	1/30/2025	60
Total Unduplicated Persons	2			

8. One common error on the PIT report can be found on the '**Households with only children's** page. Except for RHY funded projects, most projects do not serve households with only children. If you are NOT a RHY project, and you see there are children in the **"Households with only children"** page, you need to:

    a. Click on the client record and see if the adult in the household was exited from the project, but the child's enrollment was left open. To do this,
        i. Click on the three dots next to the enrollment in question
        ii. Select "View Case Members" from the drop-down menu
        iii. If the adult in the enrollment was exited, but the child was not, then you need to exit the child as of the date the adult was exited
        iv. If there is only a child or children enrolled, then click on the "expand" button next to the client's name in the client dashboard, to see all household members. Then, go to the adult's client dashboard and see if they have an enrollment with an exact or similar project start date as the child/children.
    b. Reach out to the HMIShelpdesk@ihcda.in.gov for us to either delete the enrollment or make appropriate edits to reflect the information accurately in the system.

The two images below are screenshots of the pages for households without children and the households with only children's pages.

Point-In-Time Count

HUD Point-in-Time (PIT) Count

DSU 2024

ClientTrack™

For the night of Wednesday, January 24, 2024

Households without children

	Sheltered			Unsheltered	Total
	ES	TH	SH		
Total numbers of households	0	0	0	0	0
Total numbers of persons	0	0	0	0	0
Number of young adults (age 18-24)	0	0	0	0	0
Number of adults(age 25-34)	0	0	0	0	0
Number of adults (age 35-44)	0	0	0	0	0
Number of adults (age 45-54)	0	0	0	0	0
Number of adults (age 55-64)	0	0	0	0	0

Point-In-Time Count

HUD Point-in-Time (PIT) Count

DSU 2024

For the night of Wednesday, January 24, 2024

Households with only children (under age 18)					
	Sheltered			Unsheltered	Total
	ES	TH	SH		
Total numbers of households	0	0	0	0	0
Total Number of children (under age 18)	0	0	0	0	0
Gender	**ES**	**TH**	**SH**	**Unsheltered**	**Total**
Woman (Girl if child)	0	0	0	0	0
Man (Boy if child)	0	0	0	0	0
Culturally Specific Identity	0	0	0	0	0
Transgender	0	0	0	0	0
Non-Binary	0	0	0	0	0

9. A few more things to keep in mind:
    a. Run a Point-in-Time Report for each ES, TH, and/or SH project in your organization
        i. If your agency is HMIS/DVCT participating, you need to run a report for each emergency shelter and/or transitional housing project in your agency
        ii. If the project is not HMIS/DVCT participating, you still need to run a report for each non-HMIS/DVCT participating project in the Point-in-Time organization for your region
    b. Verify that the number of people in the Point-in-Time report is accurate. For example, if you have 10 people in page 1 for household with at least one adult and one child, 10 people in page 2 for household without children, and 0 people in page 3 in households with only children, then your total number would be 20 people.
        i. **If the project is HMIS/DVCT participating** with a set bed inventory of, say, 20 beds, it makes sense you have 20 people enrolled on 1/29/2025 on the PIT Report. If you had too few people or too many people enrolled in your project as of 1/29/25, based on your bed inventory, confirm the numbers you are getting on the report are accurate.

ii. **If the project is not HMIS/DVCT participating**, the numbers you get in the report should match the number of people you entered from the surveys. If you count 30 people sleeping at a shelter, then it is expected that you will see 30 people in the report under the shelter column.

c. Verify if you have children enrolled by themselves on page 3 for households with only children
   i. Go to the client's records for the minors by clicking on the underlined numbers
   ii. Verify if these minors should be enrolled by themselves or if there was a data entry or exit error on the part of the staff/case manager
   iii. If you do not know how to fix the issue, reach out to the helpdesk at HMIShelpdesk@ihcda.in.gov with a description of the problem and the client IDs in question. Never disclose Personal Identifiable Information such as first and last name, date of birth, SSN, etc. for clients.

10. Once you confirm the information is correct on the Point-in-Time report for your project, send it as a PDF to HMIShelpdesk@ihcda.in.gov by 2/14/25 at the latest specifying what project you ran the report for. You can click on the floppy disk icon at the top of the report to export it in a PDF format as shown in the image below.