



2019 PIT & HIC Reporting with WellSky Community Services

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Housing Inventory Chart (HIC)

HIC Changes in 2019

The following changes have been implemented by HUD for the 2019 HIC:

- Combined Transitional Housing/Rapid Re-Housing programs must be separated into 2 projects.
- There is no longer a distinction between new inventory and current inventory
- Projects are either HMIS participating or Not participating. If a project has both participating and non participating beds then it needs to be split into two separate projects.
- The HMIS Project Id must be included for all projects on the HIC
- CoCs will no longer report their VA-funded Compensated Work Therapy, Transitional Residence (CWT/TR) grants in the HIC. With this exclusion, persons in CWT/TR projects will also be excluded from the sheltered PIT count.
- CoCs will no longer report on Target Population A to HUD. HUD is renaming what was “Target Population B” as “Target Population” beginning in 2019.
- The Housing Type should apply to the entire project. A project must be completely “site based/single site,” “site based/clustered site,” or “tenant-based/scattered site.” If part of a project’s inventory is site based in a single location and other part is tenant-based vouchers, it should be split into two projects

Types of Projects Included

Types of Projects Included in HIC as identified in the 2017 HMIS Data Standards are:

- Emergency Shelters (ES)
- Transitional Housing (TH)
- Safe Haven (SH)
- Permanent Housing (PH)
 - Permanent Supportive Housing (PSH)
 - Rapid Re-Housing (RRH)
 - Other PH (OPH)
 - PH – Housing with Services (no disability required for entry)
 - PH – Housing Only







Completing the Bed Inventory and other required project identifiers

Required Project Level Data for HMIS and Non-participating projects.

The required project elements are:

- Operating Start Date before PIT/HIC Date
- HUD organization ID
- Has a program type of “Emergency Shelter”, “Transitional Housing”, “Permanent Supportive Housing (disability required for entry)”, “Safe Haven”, “PH-Rapid Re-Housing”, “PH-Housing Only”, “PH-Housing with Services (no disability required for entry)”
- Has a housing type set that applies to the entire project
- Method for Tracking Emergency Shelter Utilization must be completed for Emergency Shelters
- CoC Code Start Date on or before PIT/HIC Date
- Has the geography type set on the CoC code
- Continuum Project = **Yes**

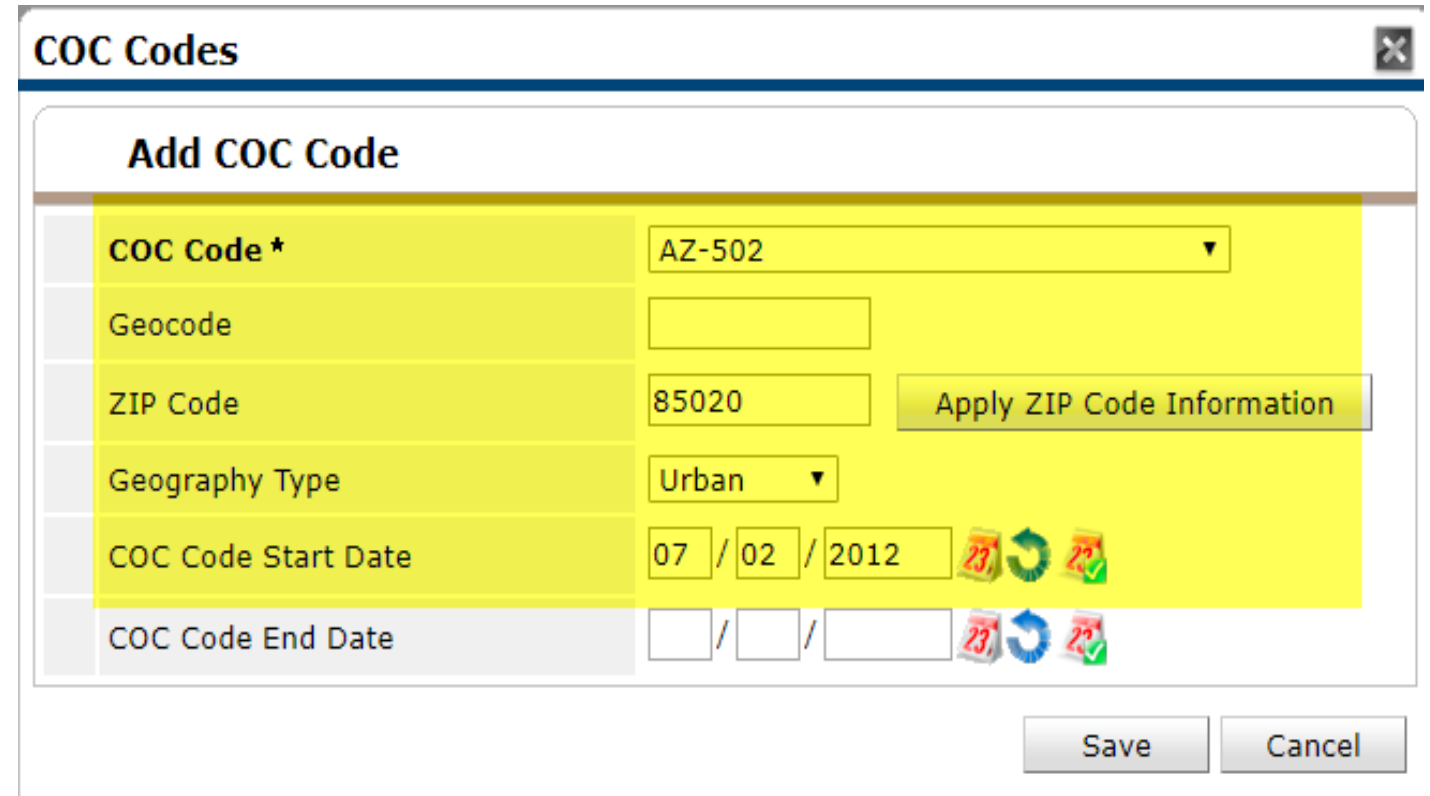
HUD Standards Required Elements

HUD Standards Information	
Operating Start Date	07 / 02 / 2012   
Operating End Date	<input type="text"/> / <input type="text"/> / <input type="text"/>   
Organization Identifier	Bob's Shelter Services (SN) (18) ▼
Project Type	Emergency Shelter (HUD) ▼
Direct Service Code (Retired)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Program Site Configuration Type (Retired)	-Select- ▼
Site Type (Retired)	-Select- ▼
Housing Type	Site-based - single site ▼
Principal Site	<input checked="" type="radio"/> Yes <input type="radio"/> No
Target Population	NA: Not Applicable ▼
Target Population A (OPTIONAL)	-Select- ▼
Victim Services Provider	<input type="radio"/> Yes <input checked="" type="radio"/> No
Grantee ID (retired)	<input type="text"/>
Method for Tracking Emergency Shelter Utilization	Night-by-Night ▼
Continuum Project	<input checked="" type="radio"/> Yes <input type="radio"/> No
COC Code (retired)	<input type="text"/>
Provider Grant Type	-Select- ▼
Service Transaction Workflow (Program does not use Entry/Exits)	<input type="radio"/> Yes <input checked="" type="radio"/> No







CoC Codes Required Elements

CoC Code assigned to the project must have the following fields completed:

- Geocode
 - Geocodes can be obtained from the WellSky library (search “Geocodes”)
- Zip Code should be the primary or the location where most clients are housed.
- Geography Type will auto populate by clicking Apply Zip Code Information
- The CoC Code Start Date must be on or prior to the PIT/HIC date.
- The CoC Code End Date should be Null or after the PIT/HIC.



The screenshot shows a software window titled "COC Codes" with a close button in the top right corner. Inside the window is a form titled "Add COC Code". The form contains several input fields and a button:

COC Code *	AZ-502	
Geocode		
ZIP Code	85020	Apply ZIP Code Information
Geography Type	Urban	
COC Code Start Date	07 / 02 / 2012	  
COC Code End Date		  

At the bottom right of the form are two buttons: "Save" and "Cancel".

Bed / Unit Inventory Required Fields

All projects listed in the 2018 Housing Inventory Chart need to be included in the Bed Inventory.

- CoC Code must be the same as the code listed for the project.
- Bed Type, Availability, Bed Inventory, Unit Inventory, and Inventory Start Date should agree with the HIC
- If the project does not participate in HMIS, HMIS Participating Beds should be **0**. HMIS dates should left blank.
- HMIS beds should be zero or the same as the bed inventory. HMIS and Non HMIS beds cannot be included in the same project.
- RRH projects complete the bed inventory based on participation on the night of the homeless count. Only those clients in the project on the night of the count and had a move-in date on or before that night are counted in the bed inventory.

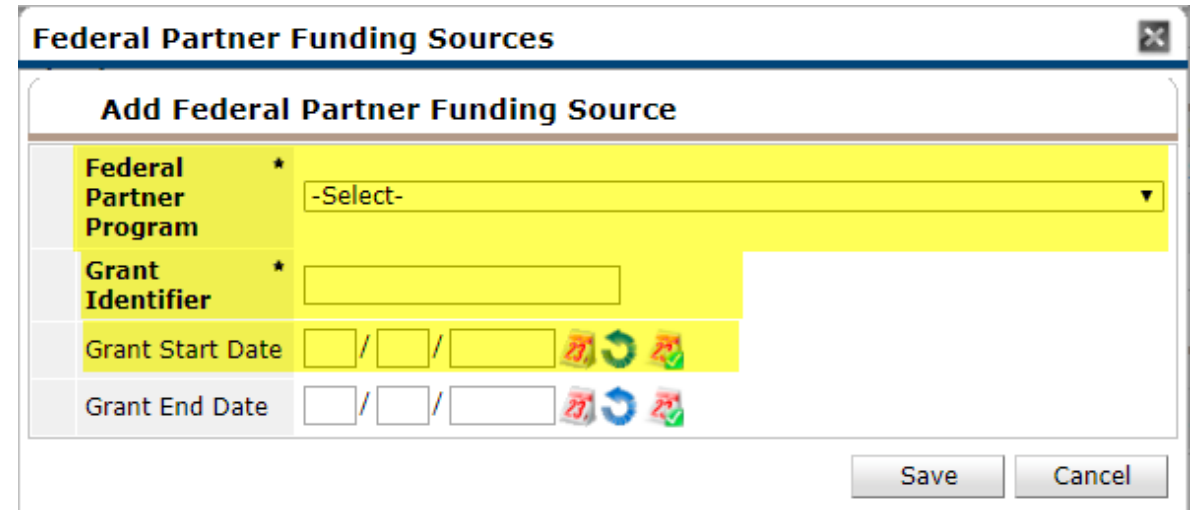
Edit Bed / Unit Inventory	
Provider	Bob's Men's Shelter
Name *	Shelter Dorm
COC Code	-Select-
Household Type *	Households without children
Bed Type	Facility-based
Availability	Year-Round
Bed Inventory	50
Of the total inventory what number of beds are dedicated to:	
Chronic Homeless Bed Inventory (PSH Only)	
Veteran Bed Inventory	
Youth Beds Inventory	
Unit Inventory	50
Inventory Start Date	07 / 11 / 2012
Inventory End Date	/ /
HMIS Participating Beds	50
HMIS Participation Start Date	07 / 11 / 2012
HMIS Participation End Date	/ /
McKinney Vento Funding	<input type="radio"/> Yes <input checked="" type="radio"/> No
Information Date *	07 / 11 / 2012

Save Cancel

Federal Partner Funding Sources Required Fields

Issues to watch out for.

- Federal Partner Program has retired picklist values. Make sure they are changed to active values or set the Grant End Date before the PIT Date.
- Grant Start Date must be on or before the PIT/HIC date.
- Grant End Date can be Null or after the PIT/HIC date.
- Only include Federal Partners in the picklist. Do not include state or local funders.
- If there are no Federal Funding Sources select N/A and type N/A in the Grant Identifier then set the Grant Start Date before the PIT Date.



The screenshot shows a dialog box titled "Federal Partner Funding Sources" with a close button in the top right corner. Inside the dialog, there is a section titled "Add Federal Partner Funding Source". The form contains the following fields:

- Federal Partner Program**: A dropdown menu with a yellow background and the text "-Select-".
- Grant Identifier**: A text input field with a yellow background.
- Grant Start Date**: A date input field with a yellow background, showing a date picker interface with icons for back, forward, and refresh.
- Grant End Date**: A date input field with a white background, showing a date picker interface with icons for back, forward, and refresh.

At the bottom right of the dialog, there are two buttons: "Save" and "Cancel".

Running ART Report 0629 Housing Inventory Report

Report Prompts:

- **Include Operational Providers ONLY?:** This prompt is Optional. Select Yes to include only projects where the Provider Profile shows the provider as Operational.
- **Select Provider(s):** This prompt is optional. The user should select from the list the desired provider names for the report."
- **Select CoC Code(s):** This prompt is optional. This field uses the new HUD CoC Code Sub-Assessment. We do recommend that even when there is only a single CoC that when running this report (and the 0628/0630 reports) that they always select the CoC Code when running it. This ensures the correct data appears in the report since it filters on dates for the CoC Code and in the case of the 0630 it filters on the Entry/Exits as well.
- **Enter Date for Current Inventory:** This is the date of the PIT/HIC count designated by HUD as the Current Inventory Start date. The report is set to default to the date for the 2018 HIC Report.
- **Enter Start Date for New Beds:** This is the date designated by HUD as the Start Date for New Beds. The report is set to default to the date for the 2018 HIC Report. Set as same day as Date for Current Inventory.
- **Enter End Date for New Beds PLUS 1 Day:** This is the date designated by HUD as the End Date for New Beds (plus 1 day). The report is set to default to the date for the 2018 HIC Report.

Note: Start and End Dates for New Beds are required prompts that are no longer needed and should be removed by v17 of the report. Use the PIT/HIC Date for the start date and the day after the PIT/HIC date for the end date.

ART Report 0629 Housing Inventory Report

Tabs A through F – Housing Inventory Displayed by Program Type Code:

- Tab A - Emergency Shelter
- Tab B - Transitional Housing
- Tab C - Safe Haven
- Tab D - Other PH (PH with Services and PH Housing Only)
- Tab E - Permanent Supportive Housing
- Tab F - Rapid Re-Housing

Tab G - Bedlist DQ

Note: Tab G will show data quality issues related to bed and unit inventory records. Report 0227 can also be used to review provider data quality before running the 0628/0629/0630 reports.

Tab H – Additional Information

Note: 2019 Report Modifications for 0629 and 0630 should be ready by the beginning of February. Report 0628 will be ready by mid February.

2019 Point – In Time Count

People Counted in the PIT

Sheltered Count

- Individuals and families living in supervised publicly or privately operated shelter designated to provide temporary living arrangements.
 - Emergency Shelters
 - Transitional Housing
 - Safe Havens
 - Homeless Motel Vouchers
 - Rapid Re-housing Clients without a residential move-in date are counted based on where they reside the night of the count.

Unsheltered Count

- Individuals and families with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground” on the night designated for the count.

People Not Included in the PIT

Individuals and families residing in the following locations on the night of the count are prohibited from being included in the sheltered or unsheltered PIT count:

- Persons residing in PSH programs, including persons housed using HUD Veterans Affairs Supportive Housing (VASH) vouchers.
- Persons residing in OPH housing, including persons in a GPD Transition in Place (TIP) project on the night of the count.
- Persons counted in any location not listed on the HIC (e.g., staying in projects with beds/units not dedicated for persons who are homeless).
- Persons temporarily staying with family or friends (i.e., “doubled-up” or “couch surfing”).
- Persons residing in housing they rent or own (i.e., permanent housing), including persons residing in rental housing with assistance from a RRH project on the night of the count. RRH is considered permanent housing.
- Persons residing in institutions (e.g., jails, juvenile correction facilities, foster care, hospital beds, detox centers).

Timing of the Survey Date

CoCs are required to conduct a PIT count at least biennially during the last 10 days of January

- The entire count of Sheltered and Unsheltered people should occur on a **single day** within the time frame.
- The day of the count begins at Sunset on the day of the count and ends at Sunrise on the Day after the Count
- For the Sheltered count include all persons who:
 - Entered on or before the date of the count, and
 - Exited after the date of the count (or have not exited yet)

Data Elements in ServicePoint

As in prior years, CoCs must collect and report information on the demographic characteristics of all people reported as sheltered or unsheltered by household type and, within each household type, by age category, gender, race, and ethnicity. CoCs must also report information by household type for veteran and youth households.

ServicePoint Data Elements

- Name, Name Data Quality
- Date of Birth, Date of Birth Data Quality
- Veteran Status
- Gender
- Race
- Ethnicity
- Client Location

Data Elements Continued

- Type of Residence (Prior Residence)
- Length of stay in prior living situation
- Approximate Start Date of Homelessness
- Regardless of where they stayed last night, number of times the client has been on the streets, in ES or SH in the past three years including today
- Total number of months homeless on the streets, in ES or SH in the past 3 years including today

Note: For purposes of the PIT count, persons living in transitional housing at the time of the PIT count should not be counted as chronically homeless.

- Domestic Violence Yes/No (Optional)
- If yes for Domestic Violence, are you currently fleeing?

Data Elements Continued

- Disability of Long Duration Yes/No
- Disability Type (if “Yes” to Disability of Long Duration) –
 - *The “Start Date” must be BEFORE the night of the count*
 - *Types included in Sub-populations section of PIT count are Drug Abuse,*
 - *Alcohol Abuse, Both Drug and Alcohol Abuse, Mental Health Problem and HIV/AIDS.*
- *Each type will record only if “Yes, Expected to be of long-continued and indefinite duration and substantially impairs ability to live independent”= Yes. (HIV/AIDS is an exception to that rule).*

Unsheltered Workflow

Provider Admin Settings

- Set Provider to “HUD/HMIS Provider”, “Uses ServicePoint”, and “Operational”
- Set Module Access Setting “Provider Uses ClientPoint”
- In the Standards Information Sub Tab
 - Use Project Type “Emergency Shelter”, “Transitional Housing” or “ Safe Haven” ONLY
 - If Emergency Shelter is used Method of tracking Emergency Shelter Utilization must be set to either “Entry/Exit” or “Night by Night”
 - In the CoC Code add the CoC using a start date on or before the PIT date
- Copy the HUD UDEs for SO, SH, ES (2017) assessment and add the 2 Domestic Violence questions and the Disabilities Sub-Assessment
- Setup the assessment to display in the “Client Profile”
- Give users who will enter Unsheltered PIT data EDA rights to the provider.

Unsheltered Workflow

Data Entry Workflow

- Backdate to the PIT Date
- Search for and select or add client
- Complete the Unsheltered PIT Assessment
- DO NOT CREATE AN ENTRY/EXIT
- Go to the Service Transactions Tab
- The provider should already display the Unsheltered PIT provider
- Select Add Need and choose a need type of Emergency Service from BH-1800 to BH-1800.9000
- The date should be the date of the PIT count.
- Need Status is set to “Closed”
- Outcome of Need must be set to “Not Met”

Non Participating Projects Workflow

(This workflow is not required but is recommended to use SP for reporting)

Provider Admin Settings

- In Provider Admin create a copy of the Provider and add “-PIT Survey” at the end of the name
- Set Provider to “HUD/HMIS Provider”, “Uses ServicePoint”, and “Operational”
- Set Module Access Setting “Provider Uses ClientPoint”
- In the Standards Information Sub Tab
 - Use Project Type “Emergency Shelter”, “Transitional Housing” or” Safe Haven” ONLY
 - If Emergency Shelter is used Method of tracking Emergency Shelter Utilization must be set to “Entry/Exit”
 - In the CoC Code add the CoC using a start date on or before the PIT date
 - Do not complete the Bed and Unit Inventory or Federal Partner Funding Sources
- Copy the HUD UDEs for SO, SH, ES (2017) assessment and add the 2 Domestic Violence questions and the Disabilities Sub-Assessment
- Setup the assessment to display on the “Show on HUD Entry” in Assessment Display Settings
- Give users who will enter PIT data EDA rights to the provider.

Non Participating Projects Workflow

(This workflow is not required but is recommended to use SP for reporting)

Data Entry Workflow

- Backdate to the PIT Date
- EDA into the Non-Participating Provider
- Search for and select or add client and accompanying household members
- CREATE AN ENTRY/EXIT for the provider dated the PIT Date
- Complete the PIT Assessment
- Exit the client(s) using the day immediately following the PIT Date

Note: Do not enter the PIT clients as Anonymous. Try to get as complete information as possible but if necessary you can use unnamed clients.

Note: Do not enter clients residing in programs for clients fleeing domestic violence into ServicePoint.

Note: Once the PIT Report has been run and accepted by HUD remove the CoC Code from all of the “-PIT Survey” providers so they do not impact your System Performance Measures or your LSA.

Running ART Report 0630 Sheltered – Unsheltered PIT and ART Report 0628 HIC Supplement (for PH Projects)

Report Prompts

- Select Provider(s) (optional) The report will pull all ES, TH and SH providers if blank
- Select CoC Code(s) (optional) The report will pull all CoC Codes if blank. This field uses the new HUD CoC Code Sub-Assessment. We do recommend that even when there is only a single CoC that when running this report that they always select the CoC Code when running it. This ensures the correct data appears in the report since it filters on dates for the CoC Code
- EDA Provider –Default Provider
- Enter effective date: Enter the day immediately following the day of the PIT
- Enter PIT Date: Enter the day of the Point-In Time Count
- Enter PIT Date PLUS 1 Day: Enter the day immediately following the day of the PIT

Note: Tabs E and F have client detail for data cleanup and Tab G has counts by program type and provider.

Note: The report will pull based on the LSA logic for COC Codes with a CoC Start Date before the PIT date and no CoC End Date or an End Date after the PIT Date. Clients will pull in if the Client is one of the CoC Codes selected.

Resources

Resources

HUD Resources:

<https://www.hudexchange.info>

[Notice CPD-18-08: 2019 HIC and PIT Data Collection for CoC and ESG Programs](#)

[2017 HMIS Data Standards](#)

[2017 HMIS Data Standards Manual - Version 1.3, April 2018 \(PDF\)](#)

[2017 HMIS Data Dictionary Version 1.3 \(PDF\)](#)

WellSky Resources:

ART Gallery Report 0227 – Project Descriptor Data Elements Data Quality (In ServicePoint ART Gallery Report Manuals)

ART Gallery Report 0628 – HIC Supplement (In ServicePoint ART Gallery Report Manuals)

ART Gallery Report 0629 – Housing Inventory Report (In ServicePoint ART Gallery Report Manuals)

ART Gallery Report 0630 – 2018 Sheltered and Unsheltered PIT Counts (In ServicePoint ART Gallery Report Manuals)

Unsheltered Workflow for ART Gallery 0630 – Sheltered and Unsheltered PIT Report (In WellSky Customer Community Library).

Q & A

A group of people in a meeting, with one person holding a tablet and another typing on a laptop. The scene is brightly lit, suggesting a window in the background. The text is overlaid on the right side of the image.

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