

# HMIS@NCCEH Monthly Training: PIT/HIC

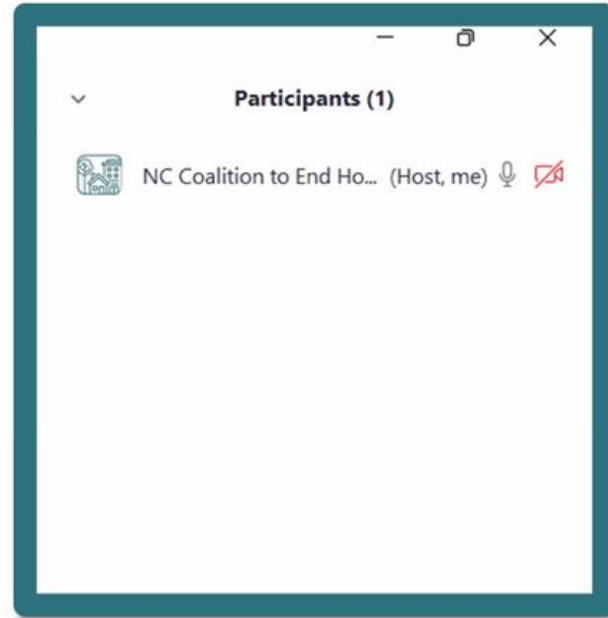
January 2026



**NC COALITION** to  
**HOMELESSNESS** end

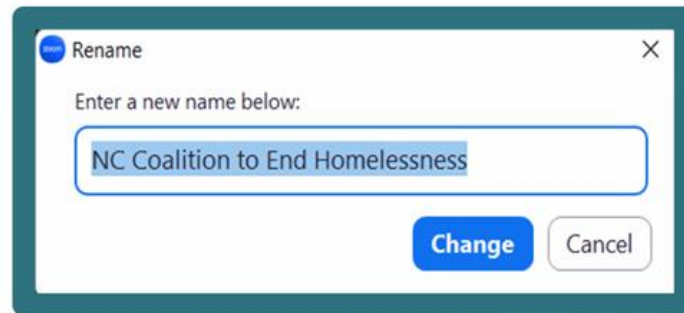
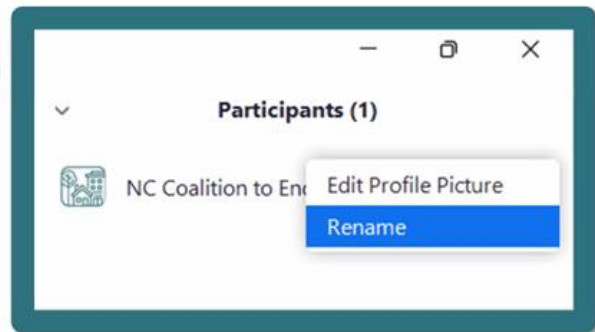
# Edit your Zoom Screen Name!

1



*How to change your  
screen name:*

2





# PIT HIC reports for HMIS ES, TH, RRH, PSH, OPH

# Who and What do we Count?



Unsheltered People



Sheltered People in Emergency Shelter (ES) or Transitional Housing (TH) Beds



Permanently Housed People in Rapid Re-Housing (RRH), Permanent Supportive Housing (PSH), or dedicated Other Permanent Housing (OPH) Beds/Vouchers

- Only Moved-In
- Most common Zip Code of permanent units too!

\*HMIS Participating ES, TH, RRH, PSH, and OPH projects must submit client reports and confirm project funding and inventory details to the Data Center.



NCCEH

# Point in Time and Housing Inventory Counts

One Night Counts each year in late January:

- Durham & Orange – Jan 26<sup>th</sup>
- Balance of State – Jan 28<sup>th</sup>

Important community data for funding, stakeholders, and governance

- Deep data: covers HMIS and non-HMIS projects
- Consistent data: completed every year
- Consequential data: used by HUD, ESG Office, and others to determine funding for regions

Prepare now!

- Confirm data completeness for current clients

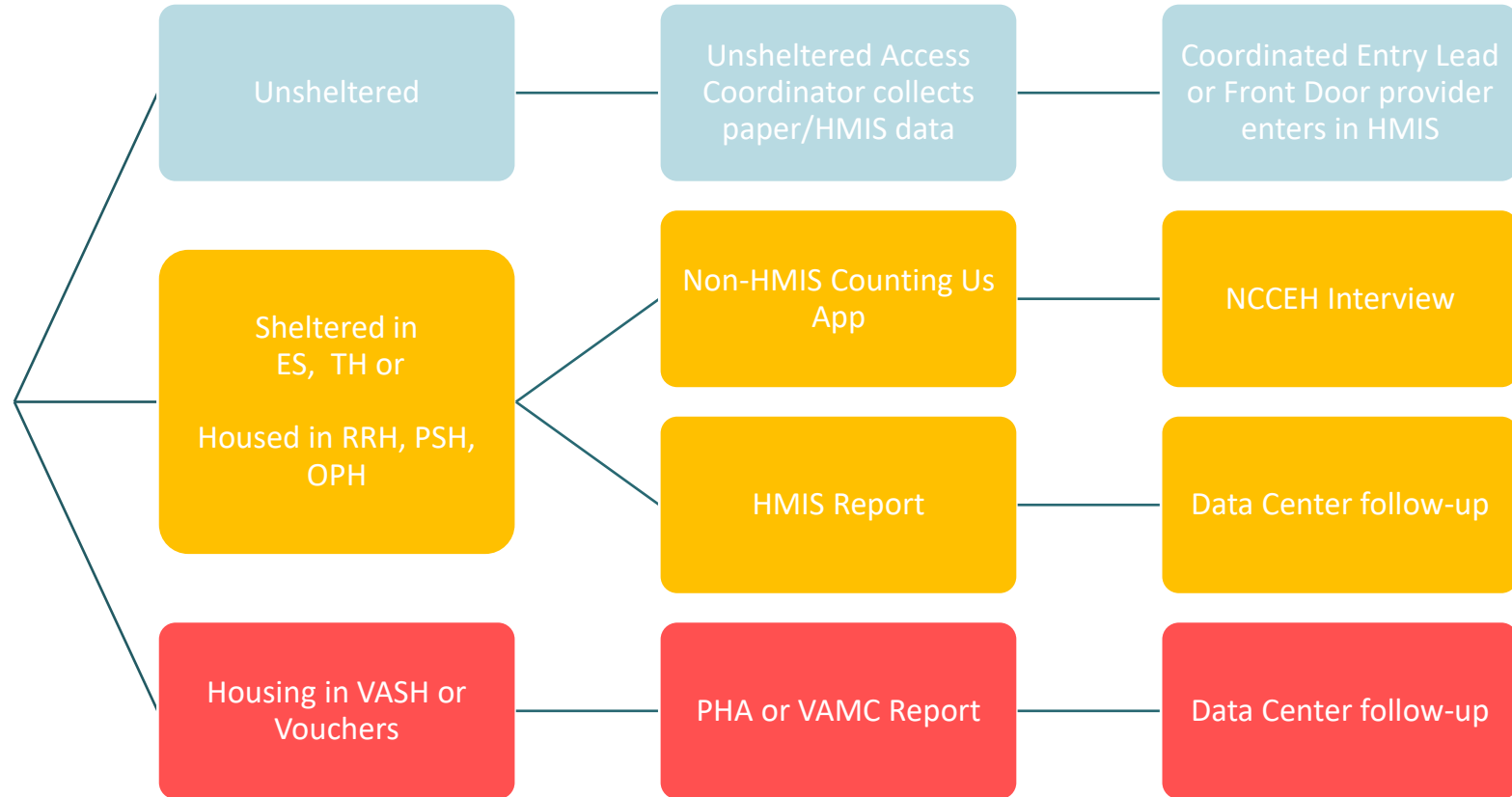


# Our PIT and HIC Timeline



# Makes Sure Everyone Counts!

## Four Populations, Four Methods



# Sheltered and Housed HMIS Data Collection

Sheltered and Housed PIT/HIC Counts that are HMIS Participating

- Collect and enter all data sundown Jan 26<sup>th</sup> or 28<sup>th</sup> to Feb 4<sup>th</sup>
- Submit reports from HMIS by Feb 5<sup>th</sup>
- Respond to NCCEH email by Feb 21<sup>st</sup>



Jan 26th or  
Jan 28th



Feb 4th



Feb 5th



Feb 21st



NCCEH

# Pull Your BusinessObjects Reports

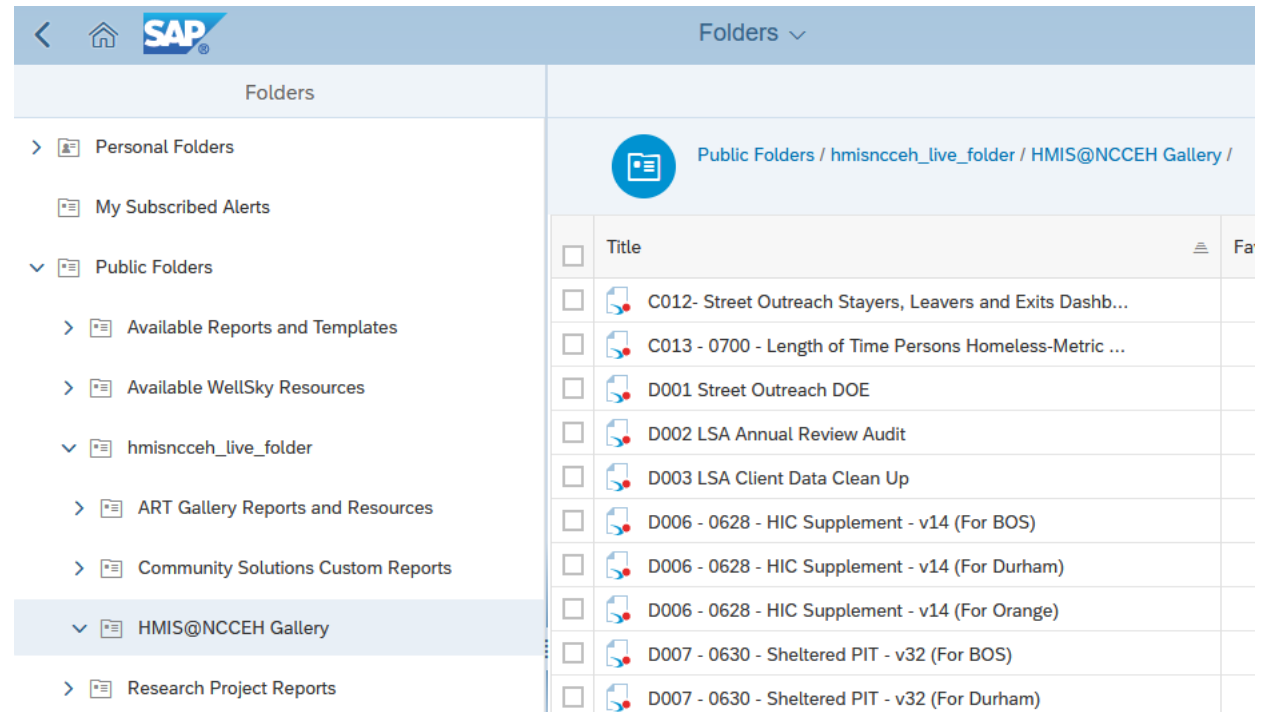
Which report depends on each project's type:

Project Type	D006 – 0628 HIC Supplement	D007 – 0630 Sheltered PIT
Rapid Re-Housing (RRH) Permanent Supportive Housing (PSH) Other Permanent Housing (OPH)	✓	
Emergency Shelter (ES) Transitional Housing (TH)		✓

# Run Your Reports

## Report Path in BusinessObjects

- Folders
  - <Public Folders
    - <hmisncceh\_live\_folder
      - <HMIS@NCCEH Gallery
        - < D006 – 0628 – HIC OR
        - < D007 - 0630 – Sheltered PIT
          - <Schedule



The screenshot shows the SAP BusinessObjects interface. The top navigation bar includes a home icon, the SAP logo, and a 'Folders' dropdown menu. The main content area is divided into a left sidebar and a right pane. The sidebar, titled 'Folders', lists various folder categories: Personal Folders, My Subscribed Alerts, Public Folders (expanded), Available Reports and Templates, Available WellSky Resources, hmisncceh\_live\_folder (expanded), ART Gallery Reports and Resources, Community Solutions Custom Reports, HMIS@NCCEH Gallery (highlighted), and Research Project Reports. The right pane shows the breadcrumb path: Public Folders / hmisncceh\_live\_folder / HMIS@NCCEH Gallery / and a table of report titles. The table has columns for 'Title' and 'Fa' (likely Favorites). The report titles listed are: C012- Street Outreach Stayers, Leavers and Exits Dashb..., C013 - 0700 - Length of Time Persons Homeless-Metric ..., D001 Street Outreach DOE, D002 LSA Annual Review Audit, D003 LSA Client Data Clean Up, D006 - 0628 - HIC Supplement - v14 (For BOS), D006 - 0628 - HIC Supplement - v14 (For Durham), D006 - 0628 - HIC Supplement - v14 (For Orange), D007 - 0630 - Sheltered PIT - v32 (For BOS), and D007 - 0630 - Sheltered PIT - v32 (For Durham).

<input type="checkbox"/>	Title	Fa
<input type="checkbox"/>	C012- Street Outreach Stayers, Leavers and Exits Dashb...	
<input type="checkbox"/>	C013 - 0700 - Length of Time Persons Homeless-Metric ...	
<input type="checkbox"/>	D001 Street Outreach DOE	
<input type="checkbox"/>	D002 LSA Annual Review Audit	
<input type="checkbox"/>	D003 LSA Client Data Clean Up	
<input type="checkbox"/>	D006 - 0628 - HIC Supplement - v14 (For BOS)	
<input type="checkbox"/>	D006 - 0628 - HIC Supplement - v14 (For Durham)	
<input type="checkbox"/>	D006 - 0628 - HIC Supplement - v14 (For Orange)	
<input type="checkbox"/>	D007 - 0630 - Sheltered PIT - v32 (For BOS)	
<input type="checkbox"/>	D007 - 0630 - Sheltered PIT - v32 (For Durham)	

# Format and Prompts

## Recommended Destinations

- Schedule to BI Inbox

Destinations

Delivery Destinations

[Add](#)

Selected Delivery Destinations

[BI Inbox](#)

## Required Export Format

- Schedule to Microsoft Excel -

Formats

[Microsoft Excel - Reports](#)

## Prompts

- Don't change CoC Code or Dates
- Match *Select Provider* to *EDA Provider*

Select Provider CoC Code(s):	NC-503 NC Balance of State CoC
Select Provider(s):	
Enter PIT Date PLUS 1 Day:	1/30/2025 12:00:00 AM
EDA Provider	-Default Provider-
Enter effective date	1/30/2025 12:00:00 AM
Enter PIT Date MINUS 1 Day:	1/28/2025 12:00:00 AM

# Review Your Reports

- Check Prompts on Additional Information tab
- Confirm accuracy on Client Detail and Disability Detail tabs
  - Try to correct red or DNC info

## D006 – 0628 – HIC Report

Tab D - Client Detail

Tab E - Disability Detail

Tab F - Additional Information

## D007 – 0630 Sheltered PIT Report

Tab E - Client Detail

Tab F - Disability Detail

Tab G - Additional Information



# Review Your Reports

How do you know if your data is accurate?



Check for the correct entries and exits

- Complete and accurate households
- Is bed utilization accurate?



Check for missing details about clients

- Demographics
- Disabling Conditions
- Chronic Homelessness questions
- Relationship to Head of Household
- Enrollment CoC
- Domestic Violence Survivor



Check for Children Only households (child alone)



# Common Errors

- Any minor entering a project at 17 should answer all questions relative to adults
- All HUD Verification Sub-assessments questions need to be answered completely
- Missing Housing Move-In Date for RRH, PSH, OPH
- Correct Unexited clients

# SSVF Emergency Housing Assistance

SSVF Emergency Housing Assistance is a temporary shelter paid for by the VA SSVF Grant. *For SSVF EHA only, data is required to be entered into RRH projects.*

- Service Transaction for **Housing/Shelter BH** must be recorded over PIT Night (1/26-1/27 or 1/28-1/29)
- Run the D007 – 0630 – Sheltered PIT report for each RRH SSVF project
- [SSVF Emergency Housing Assistance Data Guide](#)
- [Program Specific Overview SSVF](#)

# Make Corrections: Review Utilization Rates

1 client



1 bed



$1 \div 1 = 100\%$  Utilization

4 clients



2 beds



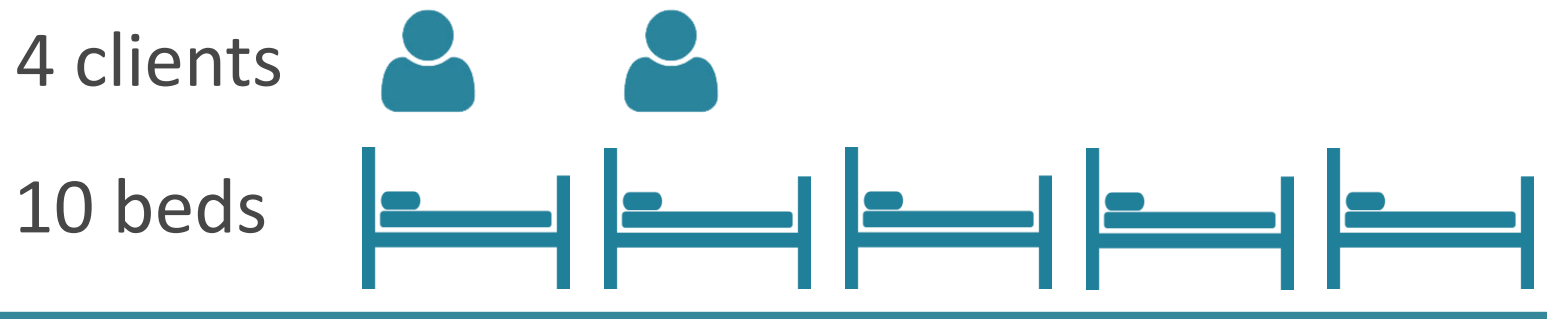
$4 \div 2 = 200\%$  Utilization



The percentage of occupied Beds is expected to fall between 65% -100%. If not, explanation is needed!



# Does this make sense?



$$4 \div 10 = \mathbf{40\% \text{ Utilization}}$$



The percentage of occupied Beds is expected to fall between 65% -100%. If not, explanation is needed!

# Making sense of the Housing Inventory Count

**There are follow-up questions that you'll receive via Helpdesk emails:**

- Confirming your federal funding source (including Grant ID)
- Confirming Address/location
  - Most common Zip Code for tenant-based or scattered site projects
- Confirming Bed and Unit Inventory
  - Dedicated beds to Chronically Homeless, Veterans, or Youth
  - Explaining utilization

You can submit the [Bed & Unit Inventory Update Form](#)

If we can confirm this info before PIT night, we will!

# Submit your Report!



1. Pull your reports

- ✓ D006 - 0628 HIC Supplement for RRH, PSH, OPH
- ✓ D007 – 0630a Sheltered PIT report for ES, TH (and SSVF EHA)



2. Review your reports

3. Make corrections

- ✓ Ask Data Center for help!
- ✓ Tell the Data Center when corrections are done



4. Submit accurate report

- [NC-502 Durham CoC](#)
- [NC-503 Balance of State CoC](#)
- [NC-513 Orange CoC](#)



5. Respond to any follow-up questions from Helpdesk

# Submit your Report!



Submit accurate reports by 2/5

- [NC-502 Durham CoC](#)
- [NC-503 Balance of State CoC](#)
- [NC-513 Orange CoC](#)

Prepare to submit once per HMIS project with:

- Microsoft Excel – Reports version of your PIT/HIC report
- Explanation of any missing or unusual data
- Confirm
  - Project Zip Code
  - Project Funding Source



# How to ensure a smooth PIT/HIC process

- Confirm your Data Center Point of Contact (we'll reach out by Jan 30<sup>th</sup>)
- Ensure your clients served on PIT night are entered in HMIS
- Respond to NCCEH emails/calls on funding, bed & unit inventory and capacity information through January & February
- RRH, PSH, and OPH projects should also have a most common zip code ready for housed clients
- Reserve time for data entry





# Training and Resources

# ZenGuide Knowledge Base

## Your first stop for answers

- [HMIS Point-In-Time & Housing Inventory Count Process](#)
- [D007 - 0630 Sheltered PIT \(Point in Time\) Report Correction Guide](#)
- [D006 - 0628 Housing Inventory Count \(HIC\) Report Correction Guide](#)

## Bookmark it!

<https://ncceh.zendesk.com/hc/en-us>

**HMIS@NCCEH ZENGUIDE**

Search

Search





**What's Next?**

# What's Next Calendar

Due	Event Name
January 15th	Monthly Training: PIT/HIC Report Training 10-11 am
January 27 <sup>th</sup>	Durham & Orange PIT/HIC Night
January 29 <sup>th</sup>	Balance of State PIT/HIC Night
February 5th	PIT/HIC Reports Due
February 5 <sup>th</sup>	HMIS Systems Updates 10-11 am
March 1 <sup>st</sup>	A020 Submission for Oct-Jan Due
March 6 <sup>th</sup>	HMIS Systems Updates Meeting 10-11am
March 19 <sup>th</sup>	Monthly Training: TBD 10-11am

Go to [ncceh.org/events](https://ncceh.org/events) for all event details!





# Questions?

Let's Troubleshoot!



# Unsheltered Data Reminders

# Unsheltered Homelessness Data

- Clients living in ‘Places Not Meant for Habitation’
  - Tents
  - Vehicles
  - Porches or stoops
  - Storage sheds, barns, or out-buildings without heat/electricity/plumbing
- Data Collected in Street Outreach, homeless dedicated Supportive Services Only, and Coordinated Entry project types
  - Only Street Outreach has unique Trust-Building period built into workflow

# Current Living Situation

- Identifies where someone is currently sleeping or residing
- Records each contact with people experiencing homelessness by street outreach and other service projects (PATH)
  - Helps track the number of contacts required to engage the clients
  - Documents a homeless situation for eligibility
- Used by Street Outreach, Supportive Services Only, Coordinated Entry, and some shelters

## Current Living Situation











🔍 Current Living Situation

Start Date *	End Date *	Information Date *	Current Living Situation *	Living situation verified by *
<a href="#">Add</a>				




# Current Living Situation





**Current Living Situation**

Start Date *	<input type="text" value="___/___/___"/>    G
End Date *	<input type="text" value="___/___/___"/>    G
Information Date *	<input type="text" value="___/___/___"/>    G
Current Living Situation *	<input type="text" value="-Select-"/>  G
Living situation verified by *	<input type="text"/> <input type="button" value="Lookup"/> <input type="button" value="Clear"/> G
Location details	<input type="text"/> G

**Continue only IF Living Situation is NOT "Place not meant for habitation" or "Emergency Shelter"**

Is client going to have to leave their current living situation within 14 days?	<input type="text" value="-Select-"/>  G
---	---

**If 'Yes' to 'Is client going to have to leave their current living situation within 14 days?' answer the following questions.**

Has a subsequent residence been identified?	<input type="text" value="-Select-"/>  G
Does individual or family have resources or support networks to obtain other permanent housing?	<input type="text" value="-Select-"/>  G
Has the client had a lease or ownership interest in a permanent housing unit in the last 60 days?	<input type="text" value="-Select-"/>  G
Has the client moved 2 or more times in the last 60 days?	<input type="text" value="-Select-"/>  G



Dates should all be complete and the same

Complete CLS and confirm what project or agency collected / confirmed the data

Only continue if client is in temporary or housed situation



# Unsheltered Data in HMIS

## Reminders:

- Engage with humility
- Enter clients in Street Outreach
- Enter client's [Current Living Situation](#) as one-day snapshot
  - Start Date, End Date & Information Date should match
- Exit Inactive clients without contact in 90 days

The [Slides](#) & [Recordings](#) of the training are available on the [2024 December News Archive](#)

## Contact NCCEH

hello@ncceh.org

919.755.4393

NCEndHomelessness 

@NCHomelessness 

nc\_end\_homelessness 

## Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997



NCCEH