

ART Gallery Report 0630

2015 Sheltered and Unsheltered PIT Counts

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1. INTRODUCTION:

This report has been created to provide the client and household data needed to complete the sheltered and unsheltered portion of the “Homeless Populations” tab for All Household, Veteran Households, Youth Households and the “Homeless Subpopulation” tab in the 2015 Annual Point-In-Time module of the HUD HDX. This information relates to clients being served in an Emergency Shelter, Transitional Housing, and Safe Haven Projects or in a place not meant for human habitation at the time of the annual homeless count. Clients are identified based on their project enrollment (EE) status, their shelter specific service transactions, their ShelterPoint shelter stays or their unmet needs.

NOTES:

- This report contains several complex queries and may result in a longer run time than normal. Scheduling the report is recommended.
- Please refer to the 2015 Unsheltered Workflow document located on Collaborango for proper workflow if recording Unsheltered Clients for the PIT is desired.

Documents & Downloads > Training > Training 5.x

Important: *All selected providers must be an Emergency Shelter Project, Transitional Housing Project, or Safe Haven Project as indicated by their Project Type Code on the HUD Standards tab in the Admin Section. Selected Providers with a missing or different Project Type Code will NOT be included in the report results. All selected providers must also have the specified CoC Code or CoC Code (Retired). Selected Providers with a missing or conflicting CoC Code will NOT be included in the report results. Unsheltered clients will only be included if a proper unmet need is recorded.*

Homeless Point-In-Time counts are conducted as required by HUD or as determined by the CoC – usually annually; however this report can also be run between counts to monitor the size and demographics of the sheltered homeless population. ***In 2015, HUD requires both a sheltered and unsheltered count of homeless clients for entry into the HDX.***

Further HUD documentation can be found on hudexchange:

<https://www.hudexchange.info/resources/documents/Notice-CPD-14-014-2015-HIC-PIT-Data-Collection-Notice.pdf>

The report can be used to extract data from ServicePoint for reporting through to the HDX, to monitor data quality related to the PIT count, for data cleaning purposes, for auditing or documenting the PIT count data reported, or to extract homeless client data for analysis.

Prerequisites and workflow requirements:

- ServicePoint version 5.11.X
- ART version 3.X
- Use of a standard HUD Workflow by participating providers.
- Proper recording of Project CoC Code, Project Type Code and Shelter Service Code in the Admin Provider Configurations for each provider in the dataset
- Proper recording of unmet needs for unsheltered clients if using this portion of the report.

2. REPORT INSTRUCTIONS AND PROMPTS:

The easiest way to start using this report is to navigate to the automapper. This is a folder that has the reports automatically mapped to your site, so that you don't have to map them yourself. You can navigate to the automapper as shown in Figure 2.1, below:

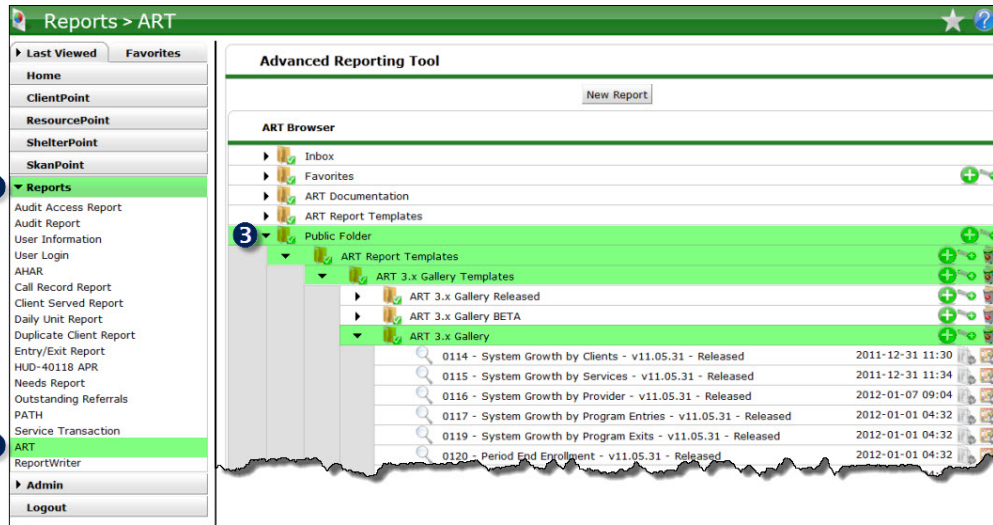


Figure 2.1

Requests for additional information concerning the report function/design should be directed to Bowman Systems' Customer Support Specialist (CSS) staff.

Before running the report: Prior to running the report the user must have access to:

- A complete list of the CoC's participating Emergency Shelter, Transitional Housing, and Safe Haven providers.
- Exact date of the PIT Count
- The Proper CoC code (or CoC Code required) or list of providers for the data set
- The list of BCP providers if applicable

How to run: Upon opening the report, the User will be prompted (see Figure 2.2) to specify parameters which control the data returned by the report. Once the User has provided these parameters by responding to the user prompts, a green check-mark will appear next to each field to indicate that a selection has been made. The User should then single-click the "Refresh Data" button to generate the report.

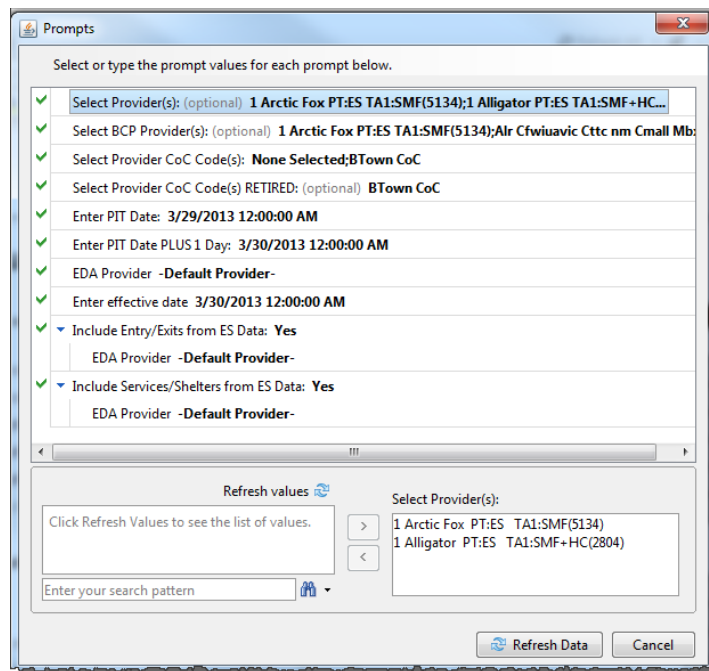


Figure 2.2

The user prompts contained in this report are:

1. **Select Provider(s):** This prompt is optional. Click the “refresh list” icon and wait for the left window to refresh. Now select the providers to include by highlighting them in the left window and moving them into the right window using the right selection arrow
2. **Select BCP Provider(s):** Enter Basic Center Providers that serve both homeless and non-homeless youth. These results will be filtered by FYSB Status set to Yes with a date that is on or after the PIT Date selected in the prompts. These providers must also be included either with Provider or CoC Code.
3. **Select Provider CoC Code(s):** If using only RETIRED CoC Code values, leave this value at “None Selected”. Otherwise, click the “refresh list” icon and wait for the left window to refresh to select values from the New CoC Code sub-assessment. Now select the provider CoC Codes to include by highlighting them in the left window and moving them into the right window using the right selection arrow
4. **Select Provider CoC Code(s) RETIRED:** This prompt is optional. If RETIRED CoC Code field is still in use, click the “refresh list” icon and wait for the left window to refresh. Now select the provider CoC Codes to include by highlighting them in the left window and moving them into the right window using the right selection arrow
5. **EDA Provider:** The user should select the EDA provider to run the report as, or leave it at the “-Default Provider-” if the default has the appropriate security level.
6. **Enter Effective Date:** The user should type in, or select from the calendar the day immediately following the PIT count. For example, if the PIT was conducted on January 28, 2015, then January 29, 2015 should be entered/selected.
7. **Enter PIT Date:** The user should type in, or select from the calendar, the day of the PIT count.
8. **Enter PIT Date PLUS 1 Day:** The user should type in, or select from the calendar, the day immediately following the day of the PIT count. For example, if the PIT was conducted on January 28, 2015, then January 29, 2015 should be entered/selected.
9. **Include Entry/Exits from ES Data:** The user should select “Yes” to include Entry/Exit data in the count. A “No” value will not include any Entry/Exit data for Emergency Shelter.
10. **Include Services/Shelter from ES Data:** The user should select “Yes” to include Services/Shelter (BH-1800 and related) in the count. A “No” value will not include Service/Shelter data for Emergency Shelter.

3. DESCRIPTION AND LAYOUT:

3.1 Tab A – Homeless Populations

This tab contains three tables that document unduplicated Sheltered and Unsheltered PIT counts of individual clients and households and are labeled by household type.

Figure 3.1 shows a sample of one of the tables (Households with at least one Adult and one Child).

Sheltered and Unsheltered PIT Count Homeless Populations PIT Date: 3/29/13				
ALL HOUSEHOLDS				
Households with at least one Adult and one Child	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	7	0	0	7
Total Number of Persons (Adults and Children)	28	0	0	28
Number of Children (Under Age 18)	18	0	0	18
Number of Young Adults (Age 18-24)	0	0	0	0
Number of Adults (Over Age 24)	10	0	0	10
Number of Persons with Missing DOB	0	0	0	0
Gender (adults and children)				
Female	15	0	0	15
Male	13	0	0	13
Transgender: male to female	0	0	0	0
Transgender: female to male	0	0	0	0
Other	0	0	0	0
Client Doesn't Know / Client Refused	0	0	0	0
Missing / Non-HUD	0	0	0	0
Ethnicity (adults and children)				
Non-Hispanic/Non-Latino	28	0	0	28
Hispanic/Latino	0	0	0	0
Client Doesn't Know / Client Refused	0	0	0	0
Missing / Non-HUD	0	0	0	0
Race (adults and children)				
White	21	0	0	21
Black or African-American	11	0	0	11
Asian	2	0	0	2
American Indian or Alaska Native	2	0	0	2
Native Hawaiian or Other Pacific Islander	2	0	0	2
Multiple Races	4	0	0	4
Client Doesn't Know / Client Refused	0	0	0	0
Missing / Non-HUD	0	0	0	0

Figure 3.1

The three tables contain data for All Households. Data is broken down by project type and household type according the 2015 HUD PIT guidelines.

Clients with multiple races will be counted once in the Multiple Races row.

Missing DOB, Gender (Other, DKR, Missing/Non-HUD), Race (DKR, Missing/Non-HUD), Ethnicity (DKR/Missing/Non-HUD): Fields for these responses are shaded grey because HUD will not have rows in the HDX for these values. These rows are provided for informational purposes only. See Tech Note 6.2 for more information on Race, Ethnicity, and Gender.

3.2 Tab B – Veteran Households

This tab contains two tables that document Veteran Households for Sheltered and Unsheltered PIT counts of individual clients and households and are labeled by household type. Veteran Only Households are a sub-set of the Homeless Populations that are found on Tab A.

Figure 3.2 shows a sample of one of the Veteran Only tables (Households with at least one Adult and one Child).

Sheltered and Unsheltered PIT Count Homeless Veteran Populations PIT Date: 3/29/13				
VETERAN HOUSEHOLDS ONLY				
Veteran Households with at least one Adult and one Child	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	1	0	0	1
Total Number of Persons (Adults and Children)	4	0	0	4
Total Number of Veterans	1	0	0	1
Gender (veterans only)				
Female	1	0	0	1
Male	0	0	0	0
Transgender: male to female	0	0	0	0
Transgender: female to male	0	0	0	0
Other	0	0	0	0
Client Doesn't Know / Client Refused	0	0	0	0
Missing / Non-HUD	0	0	0	0
Ethnicity (veterans only)				
Non-Hispanic/Non-Latino	1	0	0	1
Hispanic/Latino	0	0	0	0
Client Doesn't Know / Client Refused	0	0	0	0
Missing / Non-HUD	0	0	0	0
Race (veterans only)				
White	1	0	0	1
Black or African-American	1	0	0	1
Asian	1	0	0	1
American Indian or Alaska Native	0	0	0	0
Native Hawaiian or Other Pacific Islander	1	0	0	1
Multiple Races	1	0	0	1
Client Doesn't Know / Client Refused	0	0	0	0
Missing / Non-HUD	0	0	0	0

Figure 3.2

The two tables contain data for Veteran Households only – a sub-set of Homeless Populations. Data is broken down by project type and household type according to the 2015 HUD PIT guidelines.

Clients with multiple races will be counted once in the Multiple Races row.

Missing DOB, Gender (Other, DKR, Missing/Non-HUD), Race (DKR, Missing/Non-HUD), Ethnicity (DKR/Missing/Non-HUD): Fields for these responses are shaded grey because HUD will not have rows in the HDX for these values. These rows are provided for informational purposes only. See Tech Note 6.2 for more information on Race, Ethnicity, and Gender.

3.3 Tab C – Youth Households

This tab contains a table that documents Youth Households for Sheltered and Unsheltered PIT counts of individual clients and households. Youth Only Households are a sub-set of the Homeless Populations that are found on Tab A. Figure 3.3 shows the Youth Households Only table.

Sheltered and Unsheltered PIT Count Homeless Youth Populations PIT Date: 3/29/13					
YOUTH HOUSEHOLDS ONLY					
	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	11	0	0	0	11
Number of Parenting Youth Households	0	0	0	0	0
Number of Unacc Youth Households	11	0	0	0	11
Total Number of Persons	11	0	0	0	11
Total Number Persons in Parenting Youth HH	0	0	0	0	0
Number Parenting Youth (parents only)	0	0	0	0	0
Number Parenting Youth (under 18)	0	0	0	0	0
Number Parenting Youth (18 - 24)	0	0	0	0	0
Number Children with Parenting Youth (under 18 with parents under 25)	0	0	0	0	0
Total Number of Unacc Youth	11	0	0	0	11
Number of Unacc Children (under 18)	0	0	0	0	0
Number of Unacc Young Adults (18 - 24)	11	0	0	0	11
Gender (youth parents and unacc only)					
Female	0	0	0	0	0
Male	11	0	0	0	11
Transgender, male to female	0	0	0	0	0
Transgender, female to male	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know / Client Refused	0	0	0	0	0
Missing / Non-HUD	0	0	0	0	0
Ethnicity (youth parents and unacc only)					
Non-Hispanic/Non-Latino	10	0	0	0	10
Hispanic/Latino	1	0	0	0	1
Client Doesn't Know / Client Refused	0	0	0	0	0
Missing / Non-HUD	0	0	0	0	0
Race (youth parents and unacc only)					
White	8	0	0	0	8
Black or African-American	2	0	0	0	2
Asian	0	0	0	0	0
American Indian or Alaska Native	1	0	0	0	1
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Multiple Races	0	0	0	0	0
Client Doesn't Know / Client Refused	0	0	0	0	0
Missing / Non-HUD	0	0	0	0	0

Figure 3.3

The two tables contain data for Youth Households only – a sub-set of Homeless Populations. Data is broken down by project type and household type according to the 2015 HUD PIT guidelines. Clients missing a DOB will not appear on this tab.

Clients with multiple races will be counted once in the Multiple Races row. *Gender (Other, DKR, Missing/Non-HUD), Race (DKR, Missing/Non-HUD), Ethnicity (DKR/Missing/Non-HUD): See Tech Note 6.2 for more information on Race, Ethnicity, and Gender.*

Youth: Persons under 25 including children under age 18 and young adults ages 18 to 24.

Parenting Youth: A youth (under 25) who identifies as the parent or legal guardian of one or more of the children (under 18) who are present with or sleeping in the same place as that youth parent, where there is no person over 24 in the household.

Unaccompanied youth: Under 25 who are not accompanied by a parent or guardian and who are NOT a parent presenting with or sleeping in the same place as his or her/children. UA are single youth, youth couples, and groups of youth presenting together as a household.

3.4 Tab D – Homeless Subpopulations

This tab contains unduplicated Sheltered and Unsheltered PIT counts of clients broken down by the various HUD subpopulation categories as required in the 2015 HUD PIT Guidance.

Sheltered and Unsheltered PIT Count				
Homeless Subpopulations				
PIT Date: 3/29/13				
Homeless Subpopulations	Sheltered		Sheltered Total	Unsheltered
	Emergency	Safe Haven		
Chronically Homeless Individuals	0	0	0	0
Chronically Homeless Families	1			0
Persons in Chronically Homeless Families (Total Persons in Household)	4			0
Chronically Homeless Veteran Individuals	0	0	0	0
Chronically Homeless Veteran Families	1			0
Persons in Chronically Homeless Veteran Families	4			0
Other Homeless Subpopulations	Sheltered		Sheltered Total	Unsheltered
	Emergency	Transitional	Safe Haven	
Adults with a Serious Mental Illness	8	0	0	8
Adults with a Substance Use Disorder	6	0	0	6
Adults with HIV/AIDS	0	0	0	0
Victims of Domestic Violence (Optional)	11	0	0	11

Figure 3.4

- 1) Chronically Homeless Individuals:
 - a) A “Yes” answer to “Continuously Homeless for at Least One Year” OR “Number of Times the Client has been Homeless in the Past Three Years” is Four or More.
 - b) A recorded DOB indicating that the client was age 18 or older at the time of the PIT count.
 - c) A “Yes (HUD)” answer to the “Does client have Disabling Condition?” question at the time of the PIT count.
 - d) Households comprised of Adults Only that meet the Chronically Homeless definition will be counted in the Individual section.

- 2) Chronically Homeless Households:
 - a) A “Yes” answer to “Continuously Homeless for at Least One Year” OR “Number of Times the Client has been Homeless in the Past Three Years” is Four or More.
 - b) A “Yes (HUD)” answer to the “Does client have disabling condition?” question at the time of the PIT count.
 - c) The client must share the PIT related project enrollment/ shelter stay/shelter service, with one or more individuals where at least one other individual is under 18 years of age. (Other household members are not subject to these criteria).
 - d) Where two unaccompanied youth are a household one of the youth must meet the criteria for all to be included.

Per HUD directive, only adults 18 and older are included for the Serious Mental Illness, Substance Abuse Disorder, HIV/AIDS and Victims of Domestic Violence. Serious Mental Illness, Substance Abuse and HIV/AIDS are captured via the Disability sub-assessment and Domestic Violence via the assessment question for Domestic Violence.

3.5 Tab E – Client Detail

Data on this client detail tab is not transferred to the HDX but rather is provided for reference and data cleaning purposes.

Sheltered and Unsheltered PIT Count															
Client Detail															
PIT Date: 1/28/15															
HH Group	Unique Id	Client Id	Age	Gender	Race HUD	Ethnicity	Primary Race	2nd Race	Disab YN	Vet	DV	FYSB YN	BCP Date	Provider	Start
4603767	cigc15	521179	37	Female	White	Hispanic	White	null	N	N	N			1 Beaver PT:ES TA1:HC(8552)	4/4/2014
	smec15	587479	15	Female	White	Hispanic	White	null	N	N	N			1 Beaver PT:ES TA1:HC(8552)	4/4/2014
4672952	ijhs20	562947	5	Female	White	Hispanic	White	null	N	N	N			1 Beaver PT:ES TA1:HC(8552)	5/15/2014
	kits20	562948	3	Female	White	Hispanic	White	null	N	N	N			1 Beaver PT:ES TA1:HC(8552)	5/15/2014
	mhfs20	562949	3	Female	White	Hispanic	White	null	N	N	N			1 Beaver PT:ES TA1:HC(8552)	5/15/2014
	mpos36	562946	33	Female	White	Non-Hispanic	White	null	N	N	N			1 Beaver PT:ES TA1:HC(8552)	5/15/2014
4736898	cmck45	315365	50	Female	White	Non-Hispanic	White	null	N	N	N			1 Beaver PT:ES TA1:HC(8552)	6/18/2014
	myik45	315368	11	Female	White	Non-Hispanic	White	null	N	N	N			1 Beaver PT:ES TA1:HC(8552)	6/18/2014
4736898	dtnh65	595441	45	Female	Black or African-American	Non-Hispanic	Black	null						1 Beaver PT:ES TA1:HC(8552)	6/27/2014

Figure 3.5

Column Explanations:

- **HH Group:** This column provides a common HH group for all members in a household. If the client is single the HH Group will begin with EE.
- **Client Id:** The column header counts all Client Uid's in the report range. The cells are merged, which means multiple rows of data for a client will only display one Client Uid.
- **Age:** This column provides the age of the client as of the date of the PIT count **Gender:** This column provides the gender of the client as of the date of the PIT count.
- **Gender:** This column provides the gender of the client as of the date of the PIT count
- **Ethnicity:** This column provides the ethnicity of the client as of the date of the PIT.
- **Primary Race:** This column provides the Primary Race of the client as of the PIT date.
- **2nd Race:** This column provides the Secondary Race of the client as of the PIT date.
- **Disab YN:** This column provides the disability status of the client as of the PIT date.
- **Vet:** This column provides the veteran status of the client as of the date of the PIT count
- **DV:** This column indicates whether the client is reported as a victim of domestic violence as of the date of the PIT count
- **FYSB Y/N:** This column provides the value for FYSB Yes/No if applicable for RHY ES projects
- **Provider:** This column provides the name of the provider of the service or entry/exit
- **Start:** This column provides the start date for the service or entry/exit. When more than one start date exists, the report pulls in the data from the latest episode.
- **Trans Type:** This column provides the type of transaction that was used to determine that the client should be included in the PIT count – Entry/Exit (E), Shelter Service Transaction (Svc), or ShelterPoint Shelter Stay (SH)
- **Prog Type:** This column provides the type of project involved –Emergency Shelter (ES), Transitional Housing (TH), or Safe Haven (SH)
- **Fam Type:** This column provides the family type of the client as of the date of the PIT count.

3.6 Tab F – Disability Detail

This tab contains information about the recorded disabilities as displayed in the Subpopulations table.

**Sheltered and Unsheltered PIT Count
Disability Detail
PIT Date: 3/29/13**

Client Id 13	Client Unique Id 13	Age	Disab YN	Disability	Disab Start	Disab End	Prog Type
33,148	luua43	51	Y	Mental Health Problem (HUD)	11/2/2012		ES
76,589	toyj21	51	Y	Alcohol Abuse (HUD)	8/10/2007	8/28/2013	ES
174,336	rcxh55	35	Y	Drug Abuse (HUD)	3/11/2013		ES
201,492	rjch26	58	Y	Mental Health Problem (HUD)	3/7/2013		ES
325,095	nrhl23	34	Y	Drug Abuse (HUD)	10/2/2010		ES
399,985	ajcp56	36	Y	Mental Health Problem (HUD)	7/11/2011		ES
489,953	tq100	59	Y	Mental Health Problem (HUD)	11/6/2012		ES
510,784	lpum24	20	Y	Drug Abuse (HUD)	5/1/2012		ES
	lpum24	20	Y	Mental Health Problem (HUD)	5/1/2012		ES
541,223	pzvm32	51	Y	Alcohol Abuse (HUD)	1/20/2013		ES
	pzvm32	51	Y	Mental Health Problem (HUD)	1/20/2013		ES

Figure 3.6

Column Explanations:

- **Client Id:** The column header counts all Client Uid's in the report range. The cells are merged, which means multiple rows of data for a client will only display one Client Uid.
- **Client Unique Id:** The column header counts all Client Unique Id's in the report range. The cells are merged, which means multiple rows of data for that client will only display one Client Unique Id.
- **Age:** This column provides the age of the client as of the date of the PIT count
- **Disab YN:** This column provides the disability status of the client as of the PIT date.
- **Disability:** This column provides the disability type of the client as of the date of the PIT count
- **Disability Start:** This column provides the start date of the disability
- **Disability End:** This column provides the end date of the disability
- **Prog Type:** This column provides the type of project involved –Emergency Shelter (ES), Transitional Housing (TH), or Safe Haven (SH)

3.7 Tab G – Additional Information

Sheltered and Unsheltered PIT Count Quarterly PIT Data Additional Information						
User Prompt Field		Value(s) Selected				
Select Provider(s):		1 Arctic Fox PT:ES TA1:SMF(5134); 1 Alligator PT:ES TA1:SMF+HC(2804)				
Select BCP Provider(s):		-None Selected (Optional)-				
Select Provider CoC Code(s):		None Selected				
Select Provider CoC Code(s) RETIRED:						
EDA Provider:		-Default Provider-				
Enter Effective Date:		3/30/2013				
Enter PIT Date:		3/29/2013				
Enter PIT Date PLUS 1 Day:		3/30/2013				
Include Entry/Exits from ES Data:		Yes				
Include Services/ Shelters from ES Data:		Yes				

Prog Type	Providers Reporting Information in this Report	#Households Adult/Child	#Clients AC HH	#Clients A Only HH	# Clients C Only HH	Count Client Unique Id
ES	1 Alligator PT:ES TA1:SMF+HC(2804)	7	28	2	0	30
	1 Arctic Fox PT:ES TA1:SMF(5134)	0	0	72	0	72

Figure 3.7

This tab contains additional information regarding prompts used in the report and provides a breakdown of client totals per project type. Because a project may have clients enrolled in more than one project type it is possible for a Provider to appear in more than one table.

A count of Households is provided for each project for Households at least one Adult and one Child. Client counts are provided for reach project for Households without Children and Households with Only Children. *Note that input controls on Tab C Detail can be applied if Household Count Information is desired for Households without Children and Households with Only Children.*

4. INPUT CONTROLS:

4.1 Tab C – Client Detail

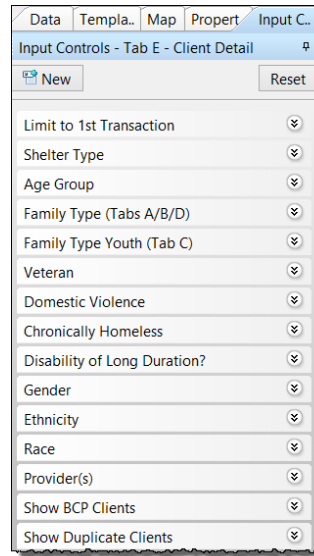


Figure 4.1

Input controls include the following:

- 1) **Limit to First Transaction** – this input control allows the user to limit the data set to reflect only the first transaction. This is used where clients may have more than one project entry on the night of the PIT count entered in the prompts. This defaults to X to show first transaction.
- 2) **Shelter Type** - this input control allows the user to filter the data to a particular project type and includes clients who are unsheltered
- 3) **Age Group** – this input control allows the user to filter data to a particular age group as determined by the reporting parameters given by HUD.
- 4) **Family Type** – this input control allows the user to filter the data to show only adults with children, adults only or unaccompanied children only
- 5) **Family Type Youth** – this input control allows the user to filter data found on the Youth Households Only tab
- 6) **Veteran** – this input control allows the user to filter the data to show clients who are veterans or female veterans
- 7) **Domestic Violence** – this input control allows the user to filter the data to show clients who are marked as victims of domestic violence
- 8) **Chronically Homeless** – this input control allows the user to filter the data to show only single clients who are chronically homeless, only families counted as chronically homeless or all clients who are not counted as chronically homeless.
- 9) **Disability of Long Duration** – this input control allows the users to filter the data to show clients who have a disability of long duration
- 10) **Gender** – this input control allows the users to filter the data to show clients of a specific gender
- 11) **Ethnicity**– this input control allows the users to filter the data to show clients of a specific ethnicity
- 12) **Provider(s)** – this input control allows the user to filter the data to show clients for a specific provider(s)
- 13) **Race** – th input control allows the users to filter the data to show clients recorded with a specific race. The first letter of each Race Type is used as an abbreviation. Clients with multiple recorded races or Missing Race can be shown using Race Multiple or Missing.
- 14) **Show BCP Clients** – this input control allows the user to filter the data to show clients for providers selected in the BCP prompt. Only clients with a Yes for FYSB status are counted in the PIT.
- 15) **Show Duplicate Clients** – This input control allows the user to filter to show duplicate clients (clients with different Client Id but the same Client Uid) appear in the dataset. The client in bolded type is the client included in the report.

4.2 Tab D – Disability Detail

There are several input controls in the Client Detail tab to assist with data quality.

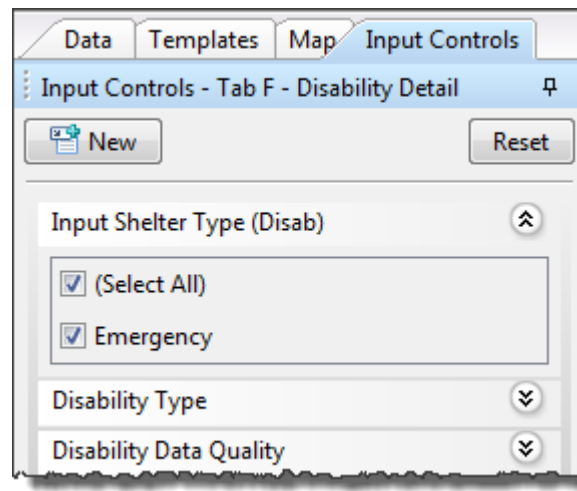


Figure 4.2

Input controls include the following:

- 1) **Input Shelter Type (Disab)** – this input control allows the user to filter the data to a particular project type
- 2) **Disability Type** – this input control allows the user to filter the data to include only clients with a clients with a particular disability type
- 3) **Disability Data Quality** – this input control allows the user to filter the data to show data quality issues.

5. ALERTERS:

5.1 Tab C – Client Detail

1. Missing data is indicated with a red “null.” Input controls can be used to help isolate missing values for the purpose of data clean up.
2. Non-HUD responses are shaded in yellow with red text. Though “Client Doesn’t Know,” “Client Refused” and “Other “are HUD values according to the 2014 HMIS Data Dictionary these values are treated the same as Non-HUD responses for the purposes of this report. *See Tech Note #2 for more information.*
3. Households or Children that are included in Safe Haven projects are indicated in red across the row. This alerter “trumps” other alerters for the same client.

5.2 Tab E – Additional Information

1. Households or Children that are included in Safe Haven projects are highlighted in red.

6. TECHNICAL INFORMATION:

6.1. How the data are pulled:

This report utilizes three separate queries, one of which is based on the Resource Point Universe and two of which that are based on the Client Universe.

6.2. Technical notes:

- 1) **De-duplication:** This report de-duplicates client counts using ServicePoint's Client Unique Id field. Household counts are de-duplicated using the HH Group number described in Tech Note #4 below.
- 2) **Inclusion:** In order for a client/household to be included in the PIT count in this report, the client must have been served on count day as evidenced by one or more of the following:
 - a) An Emergency Shelter service transaction by a specified provider with AIRS taxonomy codes within range from BH-1800 to BH-1800.900 and TH2600.1580-140 and with a start date on or before count day and an end date that was after count day or null.
 - b) Enrollment in a specified Emergency Shelter, Transitional Housing, or Safe Haven type project with an entry date on or before count day and an exit date that was after count day or null.
 - c) A ShelterPoint shelter stay by a specified Emergency Shelter type project beginning on or before count day and ending after count day (or not ending).
 - d) If providers are selected in the BCP prompt only clients with a Yes for FYSB status on or before the PIT count day will be included in the count.
 - e) A recorded need with the "Outcome of Need" set to "Unmet."
- 3) **Household Type Determination:**
 - a) Only a client's entry/service connected with their PIT count is considered in the determination of household type.
 - b) Household type is determined by the number and ages of clients entering or being served as a household group on count day. (Clients sharing a single entry exit group id or a single service group id). Households in this report are divided into the three distinct types as defined in the HUD literature. These types include:
 - Households which include both adults and children. In this type of household, at least one person in the household must be under the age of 18 on count day, and at least one person in the household must be 18 or older on the count day.
 - Households which include children only. This may be an unaccompanied individual under the age of 18 on count day, or multiple household members all of whom must be under the age of 18 on count day.
 - Households which include adults only. This may be an unaccompanied individual over the age of 17 on count day, or multiple household members all of whom must be 18 or older on the count day.
- 4) **Null/Missing/Don't Know/Other/Non-HUD Values for Race, Ethnicity, and Gender:** Rows are provided for these values but may not appear in the HDX. Review HUD's AAQ Response below:

Question ID:22821

For Race and Ethnicity there is no place to include Don't Know, Refused, or Null values in the tables shown in the Appendix. Should these be omitted from the count or will these fields be added to the HDX? For Gender there is no place to include Don't Know, Refused, Other or Null values in the tables shown in the Appendix. Should these be omitted from the count or will these fields be added to the HDX?

RESPONSE:

Currently, there are no plans to add missing/don't know/refused response categories to HUD's PIT reporting requirements. As in the past, HUD expects communities to report population and subpopulation data for all homeless people counted during the PIT enumeration. Where information is missing, CoCs should apply statistically valid and locally appropriate approaches and assumptions to construct an estimate.

HUD will soon release updated PIT guidance to CoCs that provides standards for acceptable methodologies and approaches to conducting PIT counts. The guidance includes a general framework for processing the data, including a broad discussion of how to handle missing information. The guidance also provides a few principles to extrapolating (or imputing) for missing data. As a general practice, CoCs often apply prevalence rates from the "known" population (i.e., people who responded to a given question) to infer responses from the "unknown" population (i.e., people who did not respond a given question). For example, a CoC collects age information for 90 percent of adults in the "Households without Children" category; 25 percent of them are age 18-24 and 75 percent are over age 24. Using this information, the CoC may apply these percentages to the 10 percent of adults that did not provide their age information. Accordingly, the community would assume that 25 percent of the "unknowns" are age 18-24 and 75 percent of them are over age 24. However, this is just a generic example. You may want to advise CoCs you're working with to treat any imputation based on known data with considerable care, as estimation approaches are often sensitive to local idiosyncrasies: (a) the reliability of an estimation declines as the percentage of "knowns" declines; (b) the imputation should be done within the same population in the same household type; and (c) the "unknowns" may be very different from the "knowns."

Given the wide variation across CoCs and among projects and locations within each CoC, ultimately each CoC must determine their own extrapolation/estimation methods; ensure such methods are reliable, valid and consistent with current HUD guidance; and determine how to produce a complete PIT count for submission to HUD. HUD encourages CoCs to engage with local experts, including people familiar with the count and statisticians, to develop appropriately tailored assumptions and extrapolation techniques in order to properly adjust data prior to generating a complete PIT count report for submission to HUD.

6.3. Modification options:

This report is based on HUD established reporting instructions for 2015. Modification is not recommended for use as a Point In Time report for 2015, especially with regards to the queries, variables, and formulas that impact the HDX data.

7. MAPPING OBJECTS:

	OBJECT TYPE	FIELD NAME	LOCATION
BISData resource_ point_u	Result Objects	Provider	Provider
		HUD Standards Information CoC Code	Provider/HUD Standards Information
		HUD Standards Information Program Type Code	Provider/HUD Standards Information
		CoC Code	Provider/ HUD Standards Information/CoC code
		CoC Code Start Date	Provider/ HUD Standards Information/CoC code
		CoC Code End Date	Provider/ HUD Standards Information/CoC code
PIT client_u	Result Objects:	Client Uid	Clients folder
		Client Unique Id	Clients folder
		Age (Calculated)	Clients/Assessments
		Gender	Clients/Assessments
		Entry Exit Uid	Clients/Entry Exit (Outer)
		Entry Exit Entry Date	Clients/Entry Exit (Outer)
		Entry Exit Exit Date	Clients/Entry Exit (Outer)
		Entry Exit Group Id	Clients/Entry Exit (Outer)
		Entry Exit Provider Id	Clients/Entry Exit (Outer)
		Entry Exit Provider Project Type Code	Clients/Entry Exit (Outer)/Entry Exit Provider Id
		Entry Exit Type	Clients/Entry Exit (Outer)
		Client Veteran Status	Clients folder
		Is Client US Military Veteran	Clients/Assessments
		Domestic Violence victim/survivor	Clients/Assessments
		Does the client have a disabling condition	Clients/Assessments
		Ethnicity	Clients/Assessments
		Race	Clients/Assessments
		Secondary Race	Clients/Assessments
		Relationship to Head of Household	Clients/Assessments
		Continuously Homeless for at Least One Year	Clients/Assessments
		Number of Times the Client has been Homeless in the Past Three Years	Clients/Assessments
		FYSB Youth	Clients/Assessments
		Date of BCP Status Determination	Clients/Assessments
		Service Uid	Clients/Service (Outer)
		Service Provide Start Date	Clients/Service (Outer)
		Service Provide End Date	Clients/Service (Outer)
		Service Group Id	Clients/Service (Outer)
		Service Provide Provider	Clients/Service (Outer)
Service Provide Provider Project Type Code	Clients/Service (Outer)/Service Provide Provider		
Service Shelter Item	Clients/Service (Outer)		
Need Uid	Clients/Needs (Outer)		

		Need Date Set	Clients/Needs (Outer)	
		Need Date Set (MIN)	Clients/Needs (Outer)/Needs Min/Max (Outer)	
		Need Group Id	Clients/Needs (Outer)	
		Need Provider	Clients/Needs (Outer)	
		Need Provider Project Type Code	Clients/Needs (Outer)/Need Provider	
		Need Outcome	Clients/Needs (Outer)	
	Filter Objects:	Client Inactive	Clients folder	
		Entry Exit Inactive	Clients/Entry Exit (Outer)	
		Service Inactive	Clients/Service (Outer)	
		Service Code	Clients/Service (Outer)	
		Needs Inactive	Clients/Needs (Outer)	
		Need Code	Clients/Needs (Outer)	
	Disability client_u	Result Objects:	Client Uid	Clients folder
			Client Unique Id	Clients folder
			Age (Calculated)	Clients/Assessments
Recordset ID			Clients/Assessments	
Disability Type			Clients/Assessments	
Disability Determination			Clients/Assessments	
Start Date			Clients/Assessments	
End Date			Clients/Assessments	
Entry Exit Uid			Clients/Entry Exit (Outer)	
Entry Exit Type			Clients/Entry Exit (Outer)	
Entry Exit Entry Date			Clients/Entry Exit (Outer)	
Entry Exit Exit Date			Clients/Entry Exit (Outer)	
Entry Exit Group Id			Clients/Entry Exit (Outer)	
Entry Exit Provider Id			Clients/Entry Exit (Outer)	
Entry Exit Provider Project Type Code			Clients/Entry Exit (Outer)/Entry Exit Provider Id	
Does the client have disabling condition			Clients/Assessments	
Service Uid			Clients/Service (Outer)	
Service Shelter Item			Clients/Service (Outer)	
Service Provide Start Date			Clients/Service (Outer)	
Service Provide End Date			Clients/Service (Outer)	
Service Group Id			Clients/Service (Outer)	
Service Provide Provider			Clients/Service (Outer)	
Service Provide Provider Project Type Code			Clients/Needs (Outer)/Need Provider	
Need Uid			Clients/Needs (Outer)	
Need Outcome			Clients/Needs (Outer)	
Need Date Set			Clients/Needs (Outer)	
Need Date Set (MIN)			Clients/Needs (Outer)/Needs Min/Max (Outer)	
Need Group Id			Clients/Needs (Outer)	
Need Provider			Clients/Needs (Outer)	
Need Provider Project Type Code			Clients/Needs (Outer)/Need Provider	
Filter Objects:			Client Inactive	Clients

	Entry Exit Inactive	Clients/Entry Exit (Outer)
	Service Inactive	Clients/Service (Outer)
	Service Code	Clients/Service (Outer)
	Needs Inactive	Clients/Needs (Outer)
	Need Code	Clients/Needs (Outer)

8. REVISION HISTORY:

Version	Description of Changes
V1	Original version –BETA
V2	Revision BETA: Corrects a customer reported product defect related to counting of substance abuse clients on Tab B; adds an input control filter to Tab B for sorting filtering by project type
V3	Revision: Update instructions to show automapper; correct error that eliminated disabilities that occurred before but on the same day of the transaction; include “Homeless Shelter” service code in PIT and Disability queries; Remove “Safe Haven” cells from the “Persons in Households with Only Children” section.
V4	Revision: Updated homeless population and sub-population tables to meet 2013 HUD specs; added Unsheltered columns based on unmet needs; updated service transaction codes. Section added to document for instructions on how to produce numbers for the Project Application Tables 5A and 5B for the NOFA report.
V5	Revision: Updated CH families to include rows for number of families as well as number of persons in families as per HUD PIT revision 1.1.
V6	Revision: Per clarification from HUD, updated CH families to include only families with at least one adult and one child. Adult only households will be counted in the Individuals cell (all adults must meet the definition to be counted). Corrected Households with Only Children Columns to correctly specify the number of One Child and Multi-Child Households.
V7	Revision: Updated to 2014 HUD PIT Guidance. Added Race, Ethnicity, Gender rows for Households. Added Veterans Household Tables. Revised Sub-population tables to remove Veteran, edit wording.
V8	Revision: Report enhancements – added Missing DOB row for All Households tables; added alerters for Non-HUD values and for children or households entered into Safe Haven project; added Household count for HH with children and client counts for HH without Children and HH with only Children to Additional Information tab; added shading for rows that cannot be entered into HDX. Document: added language regarding adding CH Q to HHDS assessment; replaced word “program” with “project” throughout to align with the pending 2014 HMIS Data Standards.
V9	Revision: Updated Population and Sub-population tables to match HDX screenshots rather than 2014 PIT Guidance to facilitate easier reporting. Updated Shelter Codes to recent AIRS taxonomy changes.
V10	Revision: Update Picklist values to 5.11.x; alter Veteran Status to new Static veteran question; addition of filter for Disability Determination. Note: Updated 2014 report only, not updated to 2015 PIT guidance.
V11	Revision: Updated report to 2015 specifications – new fields added, new input controls on detail tabs, adjusted CH calculation per HUD info; added prompt for BCP providers; altered layout for ease of reading special populations tables.
V12	Revision: Added duplicate client id to detail tab; clarified that detail tab defaults to X (1 st transaction); corrected issues with Valid X on sub-population tab.
V13	Revision: Updated Race Counts per HUD Clarification to Vendors on misinformation in the HIC/PIT Notice; altered input controls; updated document.
V14	Revision: Updated Tab D CH Individuals row to include all eligible adults in multi-adult households, updated CH input control; updated document.