



Non-HMIS Participating Projects: 2025 Self Calculating PIT Tool

For an overview of data specific to the Point-in-Time count, please [CLICK HERE](#) to watch the *MD BoS: 2025 PIT & HIC Overview* video &/or view the PDF of the powerpoint slide presented in the video

Overview MD BoS FY25 PIT/HIC Process



The PIT and HIC includes data from all applicable projects in a CoC **regardless of funding source**. The written *2025 Point-in-Time Count & Housing Inventory Count Instructions* (and video companions) will walk agencies through the process of reporting PIT and HIC information to the CoC for data collected on the night of January 22nd, 2025.

In addition, the MD BoS HMIS Team will host multiple 'PIT/HIC Office Hours' throughout February and March that agencies can attend to ask questions and receive assistance (*dates/times of each session, along with the GoTo Webinar link to join, will be posted in HMIS Newsletters - [CLICK HERE](#) to view the most recent edition*).

Overview MD BoS FY25 PIT/HIC Process



Step 2 - Agency Point-of-Contact: Follow the 2025 PIT/HIC Instructions for each document sent & complete steps for each project

Agency Point-of-Contact:

- Follow the below instructions to complete each section of both the 'Client Level Data' tab & the 'PIT Count' tab
 - 1) Review each tab for accuracy
 - 2) Follow the instructions to Export and Submit
- **Step 3 & 4** outlined in the 'Overview' section at the beginning of this document **cannot be started until this is complete**

Step 3 - MD BoS HMIS Team: Will provide the **PoC** with access to the Airtable 'PIT HIC 2025' portal needed to complete Step 4 **** AFTER **** the **PoC** has completed Step 2 - including:

- Verified for all the HMIS Participating Projects that the **0628** reports &/or **0630** reports are accurate; &/or
- Submitted the **2025 Self-Calculating PIT excel workbook** for all Non-HMIS Participating Projects

Step 4 - Agency Point-of-Contact: Complete an Airtable submission for each project included in the PIT/HIC process

Rapid Re-Housing

- On any given night, a RRH project will have current participants:
 - Who are **still homeless** (e.g., staying in an emergency shelter or on the streets) and seeking permanent housing
 - Participants who have located and are residing in permanent housing.
- For purpose of the 2025 PIT/HIC reporting process, Projects should count RRH beds and units based on the **actual number** of current project participants who are:
 1. **Actively enrolled** in the project on the night of the inventory count, including persons who are only receiving supportive services in the RRH project; **and**
 2. **Are in permanent housing** on the night of the inventory count [3.20 Housing Move-In Date could be used to identify RRH participants who have moved into permanent housing].
- RRH projects that **do not** have any participants in permanent housing on the night of the inventory count (e.g., all participants are still in emergency shelter or on the streets) **will** report:
 - **Zero (0) beds**
 - **Zero (0) participants.**

Not Included in PIT

- **People Who Must NOT Be Included in the PIT Count**

- 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.
 - Persons residing in **institutions** (e.g., jails, juvenile correction facilities, foster care, hospital beds, detox centers).

2025 Self Calculating PIT Tool

Tabs of the Tool:

The workbook has two (2) tabs.

- **Tab 1: Client-Level Data**

This tab is where you will enter all of the client-level data into the workbook in order to generate your PIT information. Details on how to complete this tab are available in the written 2025 PIT HIC Instructions. 'Alerts' have been added to help you identify potential errors

- *Note:* This tab does not need to be provided to MD BoS HMIS Team, and it should not be sent via email if it contains client names or other identifying information

- **Tab 2: PIT Count**

This tab provides the totals for your project once the Client-Level Data tab has been fully completed. You will enter your project information at the top of this tab, but you will not enter any data directly into this tab - you will just review it and submit it to MD BoS HMIS Team. Instructions on exporting and submitting this tab to MD BoS HMIS Team are provided in the written 2025 PIT HIC Instructions

2025 Self Calculating PIT Tool Demo

Submit to the MD BoS HMIS Team



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Step 4 - Agency Point-of-Contact: Complete an Airtable submission for each project included in the PIT/HIC process

Resources

Please [CLICK HERE](#) to watch the *MD BoS: 2025 PIT & HIC Overview* video for addt'l details on the data entered into this tool.

In addition to written 2025 PIT – HIC Instructions & companion videos, the MD BoS HMIS Team will host multiple '*PIT/HIC Office Hours*' throughout February and March that agencies can attend to ask questions and receive assistance (*dates/times of each session, along with the GoTo Webinar link to join, will be posted in HMIS Newsletters - [CLICK HERE](#) to view the most recent edition*).