



# 0628 Report for HMIS Participating RRH, PSH, PH Projects

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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 22<sup>nd</sup>, 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:**

- **Review each tab** for accuracy and then respond back to the MD BoS HMIS Team either:
  - 1) Confirm report details are correct; **OR**
  - 2) Report details had errors and;
    - ✓ You have **made corrections** to the **HMIS client records**
    - ✓ And request an updated report sent for review (**\*\*if agency has multiple projects included in the PIT/HIC process – specify which project ID an updated report is needed for\*\***)
      - **MD BoS HMIS Team** will send the PoC an updated report for the specified project ID's
      - **Agency Point-of-Contact** will again review report details
        - Confirm report details are now correct; OR
        - Make add'l corrections & request an updated report be sent again for review (**\*\*repeat process until PoC confirms report details are correct for each project included in the PIT/HIC process\*\***)

**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

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- 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

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## • 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).

# 0628 Report: Tab A

- Provides the client and household data needed to complete the PIT count column of the Housing Inventory Count in the HIC
- Total # of people that were permanently housed on the night of the PIT

A	B	C	D	E	F	G	H	I
Prog Type	Providers Reporting Information in this Report	Adult Child		Adult Only		Child Only		Count Client Unique Id
		Count Households	Count Clients	Count Households	Count Clients	Count Households	Count Clients	
TYPE	PROJECT NAME	2	5	2	3	0	0	8
<b>Total ALL:</b>		<b>2</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>8</b>

# 0628 Report: Tab B

- On this tab the tables contain data for All Household Types.
- For each HH Type – review the data for:
  - Total # of HH
  - Total # of Persons
    - And the AGE categories
  - Gender
  - Ethnicity
  - Race

"HOUSEHOLD TYPE"	Project Type				Total
	Housing with Services	Permanent Supportive Housing	Housing Only	Rapid Re-Housing	
Total Number of Households	0	2	0	0	2
Total Number of Persons (Adults and Children)	0	5	0	0	5
Number of Persons (Under Age 18)	0	3	0	0	3
Number of Persons (Age 18-24)	0	0	0	0	0
Number of Persons (Over Age 24)	0	2	0	0	2
Number of Persons with Missing DOB	0	0	0	0	0
<b>Gender (adults and children)</b>					
Female	0	0	0	0	0
Male	0	0	0	0	0
Transgender	0	0	0	0	0
A gender other than regularly female or male (e.g., non-binary, genderfluid, gender, culturally specific gender)	0	0	0	0	5
Questioning	0	0	0	0	0
Client Doesn't Know / Client Refused	0	0	0	0	0
Missing / Non-HUD	0	0	0	0	0
<b>Ethnicity (adults and children)</b>					
Non-Hispanic/Non-Latino(s)(o)(x)	0	5	0	0	5
Hispanic/Latino(s)(o)(x)	0	0	0	0	0
Client Doesn't Know / Client Refused	0	0	0	0	0
Missing / Non-HUD	0	0	0	0	0
<b>Race (adults and children)</b>					
White	0	5	0	0	5
Black, African American, or African	0	0	0	0	0
Asian	0	0	0	0	0
American Indian, Alaska Native, or Indigenous	0	0	0	0	0
Native Hawaiian or 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

# 0628 Report: Tab C

- This tab contains unduplicated counts of clients broken down by the various HUD subpopulation categories as described in the 2024 HUD PIT Guidance with the addition of a row for Veterans

	Project Type			
	Housing with Services	Permanent Supportive Housing	Housing Only	Rapid Re-Housing
	<b>Homeless Subpopulations</b>			
Chronically Homeless Individuals	0	0	0	0
Chronically Homeless Families	0	0	0	0
Persons in Chronically Homeless Families (Total Persons in Household)	0	0	0	0
Chronically Homeless Veteran Individuals	0	0	0	0
Chronically Homeless Veteran Families	0	0	0	0
Persons in Chronically Homeless Veteran Families	0	0	0	0
<b>Other Homeless Subpopulations</b>				
Adults with a Serious Mental Illness	0	3	0	0
Adults with a Substance Use Disorder	0	3	0	0
Adults with HIV/AIDS	0	0	0	0
Adult Survivors of Domestic Violence (Optional)	0	0	0	0

# 0628 Report: Tab D

- Data on this client detail tab is provided for reference and data cleaning purposes

A	B	C	D	E	F	G	H	I	J	K	L	M	O	P	Q	S	T	U
HH Group 4	Client Id 8	Client Unique Id 8	Age	Gend	Eth	Race Abbv	Disab YN	HoH Relate	Yet	DV	DV Flee	CH	EE Provider	EE Start	EE Esit	Prog Type	Move-In Date	Fam Type
147	123	1	27	No Single Gender	Non-Hisp	W	Y	Self	N	N	non-DV		PROJECT NAME	3/1/2021		TYPE	3/1/2021	AC
	456	2	7	No Single Gender	Non-Hisp	W	N	Child	N	N	NA		PROJECT NAME	3/1/2021		TYPE	3/1/2021	AC
258	789	3	51	No Single Gender	Non-Hisp	W	Y	Self	N	N	non-DV		PROJECT NAME	6/29/2022		TYPE	6/29/2022	A
	987	4	41	No Single Gender	Non-Hisp	2+	Y	Spouse	N	N	non-DV		PROJECT NAME	8/1/2023		TYPE	8/1/2023	A

# 0628 Report:

## Tab E

- **Data on this tab is provided for reference and data cleaning purposes.** This tab contains information about the recorded disabilities as displayed in the Subpopulations table

Client Id	Client Unique Id	Age	Disa b	Disability	Disab Long Dur	Disab Start	Disab End	Prog Type	
4	4								
258	1	58	Y	Alcohol Use Disorder (HUD)		4/20/2020		PSH	226938
	2	58	Y	Chronic Health Condition (HUD)	Y	10/27/2021		PSH	226938
	3	58	Y	Mental Health Disorder (HUD)	N	11/8/2016		PSH	226938
	4	58	Y	Mental Health Disorder (HUD)		4/20/2020		PSH	226938
	5	58	Y	Physical (HUD)	Y	10/27/2021		PSH	226938
456	6	27	Y	Both Alcohol and Drug Use Disorder (HUD)	Y	3/1/2021		PSH	204219
357	7	35	Y	Alcohol Use Disorder (HUD)	Y	2/26/2020		PSH	329239
	8	35	Y	Both Alcohol and Drug Use Disorder (HUD)	Y	2/26/2020		PSH	329239
	9	35	Y	Mental Health Disorder (HUD)		12/1/2020		PSH	329239
159	10	51	Y	Mental Health Disorder (HUD)	Y	5/10/2022		PSH	225207
	11	51	Y	Physical (HUD)	Y	5/10/2022		PSH	225207

# 0628 Report: Tab F

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- Will show the report prompts used:
  - **CoC Code:** MD-514
  - **HMIS Project Name:**
  - **Effective Date:** 1/23/2025
  - **PIT Date MINUS 1 Day:** 1/21/2025
  - **PIT Date PLUS 1 Day:** 1/23/2025

# Verify with the MD BoS HMIS Team



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- **Steps 3 & 4** outlined in the 'Overview' section at the beginning of the 2025 Point-in-Time Count & Housing Inventory Count Instructions **cannot be started until this is completed**

# Resources

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The December 2024 HMIS Monthly Refresher Training was on using Eva: HUD's HMIS Data Quality Tool which is an awesome tool for cleaning up data in client HMIS records. [Click Here to view the training](#)

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*).

Please [CLICK HERE](#) to watch the *MD BoS: 2025 PIT & HIC Overview* video for addt'l details on the data in tabs A – E.