



2025 Point-in-Time Count & Housing Inventory Count (PIT/HIC) Instructions

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Overview

The MD BoS CoC PIT/HIC will:

- ❖ **BEGIN at sunset on January 22nd, 2025**
- ❖ **END at sunrise on January 23rd, 2025**

The PIT and HIC pull data from all applicable projects in a CoC **regardless of funding source**. This document will walk agencies through the process of reporting PIT and HIC data including outlining:

- ❖ **Who** is included
- ❖ **WHAT** the PIT / HIC are
- ❖ **HOW** to submit the required information for data collected on January 23rd, 2025

In addition to the steps outlined in this document:

- ✓ 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)
- ✓ And you can view companion videos to this document on the MD BoS website by [CLICKING HERE](#)
 - Video: **2025 PIT/HIC Overview**
 - Video: **0628 HIC Supplemental Report** (PIT report for RRH, PH, and PSH projects)
 - Video: **0630 HIC Supplemental Report** (PIT report for ES – TH projects)
 - Video: **2025 Self-Calculating PIT Tool** (for Non-HMIS Participating projects)
 - Video: **Entering HIC Data into Airtable**

Step 1 - MD BoS HMIS Team: Send a list of projects required to participate & applicable document(s) to the agency Point-of-Contact for **each HMIS Participating & Non-HMIS Participating** project at the agency that is to be included in the 2025 PIT/HIC process.

- **0628 HIC Supplemental Report**: will be sent to HMIS Participating Rapid Re-Housing, Permanent Housing, and Permanent Supportive Housing projects
- **0630 Sheltered – Unsheltered PIT Report**: will be sent to HMIS Participating Emergency Shelter and Transitional Housing projects
- **2025 Self-Calculating PIT Tool**: will be sent to the Non-HMIS Participating projects

Step 2 - Agency Point-of-Contact: Follow the instructions for each document sent (*see applicable section of this guide for detailed instructions*) & complete steps for each project

- Complete steps outlined the applicable section(s)

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 Tool** 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 (*see applicable section of this guide for Airtable instructions*)

Is My HMIS Project Included?

The PIT and HIC pull data from all applicable projects in a CoC *regardless of funding source*. The chart below indicates whether the specific Project Type must participate in the MD BoS CoC PIT &/or HIC process outlined in this document.

Project Type	PIT	HIC
Street Outreach (SO)	No	No
Emergency Shelter (ES) - Entry/Exit (E/E)	Yes	Yes
Emergency Shelter (ES) - Night-by-Night (NbN)	Yes	Yes
Safe Haven (SH)	Yes	Yes
Transitional Housing (TH)	Yes	Yes
Rapid Rehousing (RRH)	No	Yes
Permanent Supportive Housing (PSH)	No	Yes
Permanent Housing: Housing Only (PH-H)	No	Yes
Permanent Housing: Housing with Services (PH-S)	No	Yes

What is the PIT and HIC?

The PIT and HIC pull data from all projects in a CoC *regardless of funding source*.

HUD has not made any changes to the guidance or instructions used in the 2024 PIT/HIC & therefore the [2024 HIC and PIT Count Data Collection Notice](#) can be used for the 2025 PIT/HIC process.

For additional resources on planning for and conducting the HIC and PIT Count, visit the [Point-in-Time Count and Housing Inventory Count page](#).

Housing Inventory Count (HIC)

The MD BoS HIC data will be collected via an Airtable form (Step 4 above).

The Housing Inventory Count (HIC) is a *one-time snapshot* of all **beds and units available in the CoC** to persons experiencing homelessness on the **night of the count**. This data is submitted to HUD and used for decisions about federal and local funding and strategic planning.

The HIC focuses on Project Descriptor Data Elements. This includes:

- Agency and Project names
- Housing Type and Target Population
- Operating Dates
- Location information
- Funding information
- Bed Inventory

The HIC also asks for number of persons served, which will match PIT report counts for ES/TH projects & moved-in clients for PH projects.

Point-in-Time Count (PIT)

The MD BoS PIT data will be collected as outlined above in Steps 1 and 2 using the below documents:

- **0628 HIC Supplemental Report:** will be sent to HMIS Participating Rapid Re-Housing, Permanent Housing, and Permanent Supportive Housing projects
- **0630 Sheltered – Unsheltered PIT Report:** will be sent to HMIS Participating Emergency Shelter and Transitional Housing projects
- **2025 Self-Calculating PIT Tool:** will be sent to the Non-HMIS Participating projects

The PIT count includes data from people staying in temporary residential settings (Emergency Shelter, Safe Havens, or Transitional Housing), which is known as the **Sheltered PIT**, and also data from people who are staying on the streets, in their car, in abandoned buildings, or other places not meant for habitation, which is known as the **Unsheltered PIT**.

This guide focuses on the Sheltered PIT count. The Point-in-Time (PIT) count is a *one-time census* of all **persons experiencing homelessness** and includes demographics on all persons served on the **night of the count**. This data is submitted to HUD and used for decisions about federal and local funding and strategic planning.

The PIT focuses on demographic information on homeless persons. This includes:

- Age
- Gender
- Race and Ethnicity
- Veteran Status
- Chronic Status - This is determined from:
 - Homeless History
 - Disabling Conditions
- Domestic Violence History

Step 2: HMIS Participating Projects

• **0628 HIC Supplement Report** (PIT report for RRH, PH, and PSH programs)

This report has been created to provide the **Rapid Re-housing, Permanent Housing, Permanent Supportive Housing** projects client count point-in-time (PIT) data needed to complete Housing Inventory Count in the Homeless Data Exchange (HDX) 2.0 submission for 2025.

Additional Household and Subpopulation data mirroring that of the 2025 Point in Time count is included for informational purposes.

- **Permanent Housing and Permanent Supportive Housing:** Clients are identified based on their project enrollment (EE) status for
- **Rapid Re-Housing:** Clients must have both a project enrollment (EE) and specified rental assistance service transaction

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****)
- **Steps 3 & 4** outlined in the 'Overview' section at the beginning of this document **cannot be started until this is completed**

Report location: requires Business Objects license

Public Folders / mdbos_LIVE_folder / ART Gallery Reports and Resources / ART Gallery Reports / 0628 HIC Supplement

Prompts

- **Select Provider CoC Code(s):** MD-514
- **Selected Provider(s):** Click the refresh icon and wait for the window to refresh then select appropriate provider (program name)
- **Enter PIT Date PLUS 1 Day:** 1/23/2025
- **EDA Provider:** Leave blank
- **Enter Effective Date:** 1/23/2025
- **Enter PIT Date MINUS 1 Day:** 1/21/2025

Description of the report: (HUD has not made any changes to the guidance or instructions from 2024 & therefore the [2024 HIC and PIT Count Data Collection Notice](#) can be used for the 2025 PIT/HIC process)

Tab A – HIC Client Count: This tab contains the Client Count data needed to fill in the PIT Count column of the HDX Housing Inventory Chart.

- **Permanent Housing and Permanent Supporting Housing:** Clients are pulled into the report based on the presence of an Entry/Exit with a start date on or before the PIT date and having a null exit date or an exit date that falls after the PIT date.

Clients are pulled into the report based on the presence of an Entry Exit with a start date on or before the PIT date and having a null exit date or an exit date that falls after the PIT date AND a Housing Move-In Date that is on or before the date of the PIT^.

Tab B – Populations: This tab contains tables that display Homeless Population data per Project Type. The tables contain data for All Households. Data is broken down by project type and household type according to the 2024 HUD PIT guidelines.

Tab C – Subpopulations: 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.

- **Chronically Homeless Individuals:**
 - A “Yes” to Disability Determination within one of the Disability Types in the Disability Sub-assessment and a “Yes” to “expected to be of long-continued and indefinite duration and substantially impairs ability to live independently”.
Note: HIV/AIDS and Developmental disabilities do not require a “Yes” value for “expected to be of long-continued and indefinite duration and substantially impairs ability to live independently.”
 - Client is either from a homeless situation or Yes to “On the night before did you stay in streets, ES or SH” or from project type of ES, SH or SO AND Client has been homeless for 365 days or longer per the Approximate Start of Homeless OR “Number of Times the Client has been Homeless in the Past Three Years” is Four or More AND the client has been homeless for 12 or more months
 - Client is in a household of 1 (regardless of age)
- **Chronically Homeless Households:**
 - A “Yes” to Disability Determination within one of the Disability Types in the Disability Sub-assessment and a “Yes” to “expected to be of long-continued and indefinite duration and substantially impairs ability to live independently”. Note: HIV/AIDS and Developmental disabilities do not require a “Yes” value for “expected to be of long-continued and indefinite duration and substantially impairs ability to live independently.”
 - Client is either from a homeless situation or Yes to “On the night before did you stay in streets, ES or SH” or from project type of ES, SH or SO AND Client has been homeless for 365 days or longer per the Approximate Start of Homeless OR “Number of Times the Client has been Homeless in the Past Three Years” is Four or More AND the client has been homeless for 12 or more months
 - Client must share the PIT related project enrollment/ shelter stay/shelter service, with one or more individuals where at least one adult or HoH meets the criteria for Chronic Homelessness and then all members of the household are counted as Chronically Homeless

Per HUD guidance, 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.

Tab D – Client Detail: Column Explanations - **Data on this client detail tab is provided for reference and data cleaning purposes.**

- **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. The cells are merged, which means multiple rows of data for households will only display one HH Group Id.
- **Client Id:** The column header counts all Client Uid's in the report range.
- **Client Unique Id (Name):** This column provides the name of the Client.
- **Age:** This column provides the age of the client as of the Exit date or Effective Date whichever is applicable
- **Gender:** This column provides the gender category of the client as of the Valid Entry record
- **Eth:** This column provides the ethnicity of the client as of the Valid Entry record
- **Race Abbv:** This column provides the first letter of the Race for the Client. Client Doesn't Know or Client Refused appear as "D". Multiple Race appears as "Multi." Missing values and non-HUD values appear as "M".
- **Disab YN:** This column provides the disability status of the client as of the Valid Entry record.
- **HoH relate:** This column provides the relationship to Head of Household value
- **Vet:** This column provides the veteran status of the client
- **DV:** This column indicates whether the client is reported as a victim of domestic violence as of the Valid Entry record
- **DV Flee:** This column shows clients fleeing or not fleeing.
- **CH:** This column displays the CH status of the client at Entry
- **EE Provider:** This column provides the name of the provider of the entry/exit
- **EE Start:** This column provides the start date for entry/exit. When more than one start date exists, the report pulls in the data from the latest episode (Valid Entry/Exit).
- **EE Exit:** This column displays the exit date if one is entered
- **Prog Type:** This column provides the type of project
- **Move In Date:** For RRH providers the date of Move In
- **Fam Type:** This column provides the family type of the client

Tab E – Disability Detail: **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:** 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 Exit date or the Effective Date, whichever is applicable
- **Disab YN:** This column provides the value to Does Client Have a Disabling Condition
- **Disability:** This column provides the disability type of the client as of the date of the Valid Entry record
- **Disab Long Dur:** This column provides a Y or N for the Long Duration question
- **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

Tab F – Additional Information: 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.

• 0630 Sheltered – Unsheltered PIT Report (Emergency Shelter, Transitional Housing, and Safe Haven)

This report has been created to provide **Emergency Shelter, Transitional Housing, and Safe Haven** projects client count point-in-time (PIT) data needed to complete Housing Inventory Count in the Homeless Data Exchange (HDX) 2.0 submission for 2025.

- The report includes total homeless population and sub-population for the project on the night of the PIT
- Clients **must** have a project start date on or before the night of the PIT count to be included in the report

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****)
- **Steps 3 & 4** outlined in the 'Overview' section at the beginning of this document **cannot be started until this is completed**

Report location: requires Business Objects license

Public Folders / mdbos_LIVE_folder / ART Gallery Reports and Resources / ART Gallery Reports / 0630 Sheltered-Unsheltered PIT 2024 – v32

Prompts

- **Select Provider CoC Code(s):** Click the “refresh list” icon and wait for the left window to refresh then select **MD-514**
- **Selected Provider(s):** Click the refresh icon and wait for the window to refresh then select appropriate HMIS project name
- **Enter PIT Date PLUS 1 Day:** 1/23/2025
- **EDA Provider:** Leave blank
- **Enter Effective Date:** 1/23/2025
- **Enter PIT Date:** 1/22/2025

Description of the report: (HUD has not made any changes to the guidance or instructions from 2024 & therefore the [2024 HIC and PIT Count Data Collection Notice](#) can be used for the 2025 PIT/HIC process)

Tab A – Homeless Populations: This tab contains three tables that document unduplicated Sheltered and Unsheltered PIT counts of individuals and households and are labeled by household type.

The three tables contain data for All Households. Data is broken down by project type and household type according to the 2024 HUD PIT guidelines.

Clients with multiple races will be counted once in each race category AND in the multiple races rows. Therefore, these rows will not total.

Tab B – Veteran Household: This tab contains two tables that document Veteran Households for Sheltered and Unsheltered PIT counts of individuals 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.

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 2024 HUD PIT guidelines.

Clients with multiple races will be counted once in each race category AND in the Multiple Races row. Therefore, these rows will not total.

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.

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 2024 HUD PIT guidelines. Clients missing a DOB will not appear on this tab.

Clients with multiple races will be counted once in each race category AND in the Multiple Races row. Therefore, these rows will not total.

- **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.

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 2024 HUD PIT Guidance.

- **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 (each adult must meet the definition for all adults to be included).

- 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.

Tab E – Client Detail: Column Explanations - **Data on this client detail tab is provided for reference and data cleaning purposes.**

- **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
- **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.
- **Races 2 through 5:** This column provides the races 3-5 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.
- **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

Tab F – Disability Detail: 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)

Tab G – Additional Information

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.*

Step 2: Non-HMIS Participating Projects

• Using the 2025 Self-Calculating PIT Tool

This guide provides step-by-step instructions on utilizing the 2025 Self-Calculating PIT Tool. This workbook is available for use by ***Non-HMIS providers*** to calculate their PIT totals and provide them to MD BoS CoC HMIS for inclusion in the PIT. ***HMIS-participating providers will not*** use this tool, they will have reports generated using the information entered into the HMIS.

The information reported should reflect the clients enrolled in the project on the night of the Point-in-Time (PIT) count, 1/22/25. This guide includes instructions on how to export and submit the numbers on the PIT Count tab once the client-level data has been entered.

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***

Tabs of the Excel Workbook:

The workbook has two (2) tabs. Each of the tabs is described briefly below.

• **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. Detailed instructions on how to complete this tab are available below. 'Alerts' have been added to help you identify potential errors. The alerts which may appear are described for each column below.

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 at the end of this guide.

Completing the Client-Level Data Tab:

For each client served by your project on the night of the count, you will need to complete an individual row. The workbook will then utilize the information in each row to calculate the totals. Each of the columns is explained in detail below.

Alerts

Some columns have "alerts" set up. **Red highlight** or **text** is definitely a problem, while **Yellow highlight** indicates that the selection made is unusual, but not impossible.

At times, you may have alerts appear because another cell has not yet been completed. We recommend completing the row in its entirety (per the instructions below) before trying to resolve any errors.

If at any point you cannot figure out why an alert is showing, please **reach out to MD BoS HMIS Team via the Help Desk** for assistance.

- **Client Identifier**

This field is pre-filled with an ID number starting with 101 and will be used solely for the purpose of the 2025 Sheltered PIT. You may also utilize client IDs from another system you use. Each client ID number must be unique. You must be able to identify which client goes with the ID number in the event that there are questions from the MD Bos HMIS Team about potentially invalid or incorrect information.

- **Household ID**

In this field, you will enter an ID number for the household. This may be an ID number utilized by another system you have or one you create solely for the purpose of the 2025 Sheltered PIT. The **Household ID must be a number that you have assigned to the entire household. *It is vitally important that all household members have the exact same ID.*** You can, if you wish, use the primary client's identifier as the household ID number, but this is not a requirement.

- **Household Type**

Using this dropdown, select the appropriate household type for this individual. All persons, even if they are single individuals, must have a household type selected from the dropdown. The table below provides definitions for the three household type options.

Household Type	Definition
Adult Only	All household members are age 18 or older
Adult & Child	At least one household member is age 18 or older & at least one household member is under the age of 18
Child Only	All household members are under the age of 18

- **Age**

In this field, enter the age of the individual client as of the night of the PIT count. If the client prefers not to provide their age, you will need to enter an age based upon the client's appearance for the workbook to operate properly.



Alerts: This field will turn red if the age doesn't align with the household type (i.e., a 12-year-old in an 'adult-only' household). **This is an error that must be fixed.**

- **Gender**

Using this dropdown, select the appropriate gender identity for the individual. If the client identifies with more than one of the options available (e.g., "Woman (Girl, if child)", "Man (Boy, if child)", "Transgender"), select the last option on the dropdown list, "More Than One Gender". If the client does not identify with any of the options available or prefers not to provide an answer, you can utilize "Not Answered".



Alerts: If "More Than One Gender" is selected, the following column will be shaded orange. You will then select the first gender identity of the client. After the first response is selected, click the same box to record each gender the client identifies as. (i.e., if a client identifies as "Culturally Specific Identity (e.g., Two Spirit)", "Non-Binary", and "Questioning", you will open the dropdown menu and select "Culturally Specific Identity (e.g., Two Spirit)". When you open the dropdown menu again, you will see all of the options start with "Culturally Specific Identity (e.g., Two Spirit)" and then have additional gender identity options listed afterwards. In this example you would choose "Culturally Specific Identity (e.g., Two Spirit), Non-Binary,". To add the client's third gender identity, you would open the dropdown menu one more time and choose "Culturally Specific Identity (e.g., Two Spirit), Non-Binary, Questioning,"

- **Race & Ethnicity**

This is a dropdown field where you will select the appropriate race and/or ethnicity for the individual. If the client *does not identify* with any of the options available or prefers not to provide an answer, you can utilize "Not Answered." Please note that if the client *identifies with more than one race listed*, there is an option for "Multi-Racial & Hispanic/Latina/e/o" or "Multi-Racial (not Hispanic/Latina/e/o)" which can be selected.

- **Veteran? (Y/N)**

Using this dropdown, you will indicate whether the client has served *on active duty* in the U.S. Armed Forces. Clients who were in the U.S. Armed Forces but did not spend any time on active duty should be marked "No." If a client prefers not to answer the question, mark "No".



Alerts: If this field is marked "Yes" and the age of the individual is less than 18, the field will highlight in red as persons under the age of 18 cannot be U.S. military veterans. **This is an error that must be fixed.**

- **Parenting Youth? (Y/N)**

A parenting youth is a person **under the age of 25** who is the parent or guardian of a child in their care. Using this dropdown, you will indicate whether the individual is under the age of 25 and is accompanied by one of their children. If the client is 25 or older or does not have any children with them, you will mark "no".



Alerts: If this field is marked 'Yes' but they are over the age of 24, the field will be highlighted in red. This is an error which must be fixed.

If the field is marked "Yes" but the household type is set to Adults Only, the text will become red and bolded. **This is an error that must be fixed.**

- **Child of Parenting Youth? (Y/N)**

Using this dropdown, you will indicate whether this individual is a child of another household member who is under the age of 25. Reminder, if the parent is marked "Yes" for Parenting Youth, then the children in their household should be marked "Yes" for Child of Parenting Youth.



Alerts: If this field is marked 'Yes' but the age of the individual is greater than 17, the field will be highlighted in red. **This is an error that must be fixed.**

If the field, along with Parenting Youth? are both marked yes for the same person, both columns will turn red. **This is an error that must be fixed.**

- **Unaccompanied Youth? (Y/N)**

Using this dropdown, you will indicate whether the individual is **under the age of 25** and is **not accompanied** by any other adults 25 and older or their child(ren). There could be a household composed of multiple unaccompanied youth.



Alerts: If this field is marked 'Yes' but the age is greater than 24, the field will highlight in red. **This is an error that must be fixed.**

If the field is marked "No" but the household type is "child-only", the text will turn red. **This is an error that must be fixed.**

- **Chronic Status (Y/N)**

Using this dropdown, you will indicate whether the individual meets the criteria for chronic homelessness. Please carefully read the definition for chronically homeless below. **If the client does not meet all 3 criteria**, then **mark "No"** for Chronic Status. In the event a client prefers not to provide sufficient information to determine whether the client is chronic, enter "No" in this column.

- **Chronic Definition:** A chronically homeless person -

- **Is homeless** and lives in a place not meant for habitation, a safe haven, or in an emergency shelter; **and**
- Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter **continuously for at least 1 year OR** has been homeless at least **four separate occasions totaling at least 12 months** in the last 3 years; **and**
- **Has a disability** that is long-term and impacts their ability to live independently



Alerts: The field will be shaded in yellow if it is marked "Yes" but the answers to mental illness, substance use disorder, and HIV/AIDS are all "No" because this scenario is unlikely, but not impossible.

- **Adult with a Serious Mental Illness (Y/N) * Answer for persons 18+ yrs & Unaccompanied Youth ***

Using this dropdown, you will indicate whether the individual is an adult with a serious mental illness. For children, this field can be left blank; any answers in these fields for children will be ignored. This field will be shaded pink if the client's age is 18 or over; the pink will disappear when the field is completed.

- **Adult with a Substance Use Disorder (Y/N) * Answer for persons 18+ yrs & Unaccompanied Youth ***

Using this dropdown, you will indicate whether the individual is an adult with a substance use disorder. For children, this field can be left blank; any answers in these fields for children will be ignored. This field will be shaded pink if the client's age is 18 or over; the pink will disappear when the field is completed.

- **Adult with HIV/AIDS (Y/N) * Answer for persons 18+ yrs & Unaccompanied Youth ***

Using this dropdown, you will indicate whether the individual is an adult with HIV/AIDS. For children, this field can be left blank; any answers in these fields for children will be ignored. This field will be shaded pink if the client's age is 18 or over; the pink will disappear when the field is completed.

- Fleeing Domestic Violence (Y/N) *Answer for persons 18+ yrs & Unaccompanied Youth***
 Using this dropdown, you will indicate whether the individual is an adult who is currently fleeing domestic violence. For children, this field can be left blank; any answers in these fields for children will be ignored. This field will be shaded pink if the client's age is 18 or over; the pink will disappear when the field is completed.

Reviewing the PIT Count Tab:

First, fill in the yellow cells with your **agency name - project name - project type - CoC**. This will aid MD BoS HMIS Team in aggregating your data with other projects.

For each of the sections of the PIT Count tab, review the number of households and the number of persons to ensure the number matches the number of clients your project served on the night of the count. If the total number of persons and households do not add up to the number of persons and households you served on the night of the count, there may be a mistake in the data entered into the Client Level Data tab.



Alerts: If the data is congruent there will be a little **green check mark** at the bottom right of each data set. If you see a **Red 'X'** at the bottom right of a data set, click on the **'X'** for an explanation of why the data is incongruent and how to correct the error.

Exporting the PIT Count Tab:

- On the *'PIT Count'* tab **only enter data** into the fields highlighted in green below:

Agency Name <small>(copy/paste from list sent by MD BoS HMIS Team)</small>	
Project Name <small>(copy/paste from list sent by MD BoS HMIS Team)</small>	
Project Type <small>(copy/paste from list sent by MD BoS HMIS Team)</small>	
CoC	MD-514

- The other sections will populate based on the data entered on the *'Client Level Data'* tab
 - Green checkmark** = # of responses **does match** the # of clients entered on the *'Client Level Data'* tab
 - Red 'X'** = # of responses **does NOT match** the # clients entered on the *'Client Level Data'* tab

To export the completed excel file to the MD BoS HMIS Team, follow these steps:

- Ensure the **PIT Count** tab is open
- Click **File**
- Click **Save a Copy**
- Name the file** something meaningful, including your agency and project name, and save it somewhere you'll be able to retrieve it
- Click **Save**

You should include both completed tabs in the workbook to the MD BoS HMIS Team for review. To do so, first, ensure that there is no client identifying information such as names or dates of birth. Then save a copy of the excel workbook. Include your agency and project name in the file name (e.g., "AgencyA_ProjectX_Self-CalculatingExcel_PITCount.xlsx). Make sure to keep a copy of the excel file with all of the client-level data for your records and in the event the MD BoS HMIS Team needs to follow up about your data submission

Submitting the PIT Count Report:

Reply to the original email / Help Desk ticket sent to you by the MD BoS HMIS Team & attach the excel document. The MD BoS HMIS Team will review the information and contact you if we have any questions or need additional information.

Step 4: HIC - AIRTABLE Portal * Both HMIS Participating & Non-HMIS Participating Projects *

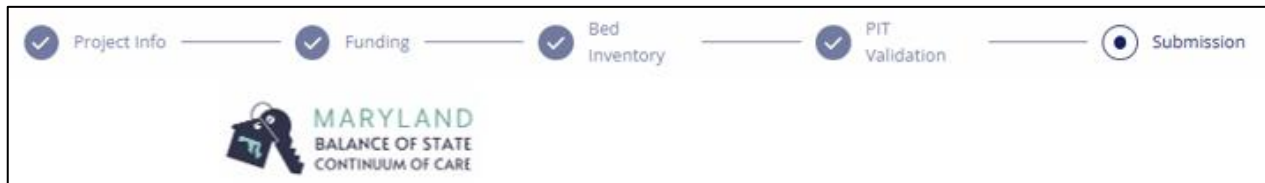
Airtable Overview

Access to the Airtable Portal is only provided **** AFTER **** the PoC has completed Step 2 outlined at the beginning of this document - including:

- **HMIS Participating Projects:** Verified that the 0628 reports &/or 0630 reports are accurate; &/or
- **Non-HMIS Participating Projects:** Submitted the 2025 Self-Calculating PIT Tool

There are *multiple factors* that go into making sure a projects Bed/Unit inventory is **accurately reflected** in PIT/HIC reports. ****The information provided should be what was true on the night of the count, 1/22/25****

Below is an overview of details required for each section. Please review before proceeding to the next section 'Airtable Form Instructions'.



- **Funding:** The PIT and HIC pull data from all applicable projects **regardless of funding source**
- **All inventory must** fit into one of the below categories. If it does not, the project will need to be split into separate projects on the HIC

Housing Type	Description	Appropriate Bed Type (ES Only)	Address Type Required
Site-based/single site	All clients are housed in a single project facility.	Facility-based beds	Full address required
Site-based/clustered-multiple sites	All Clients are housed in more than one facility, but more than one client is housed in each project facility. The facility locations are owned, operated, or sponsored by the project. This can include PBRA and may include SBRA, if multiple clients are housed in separate sponsored facility locations.	Facility-based beds	Full address required for principle site (where the most beds are located)
Tenant-based/scattered site	Clients have leases or occupancy agreements and are housed in market-rate, scattered-site residences. This includes TBRA and may include SBRA, if clients are housing in sponsored units where each unit has a distinct mailing address.	Voucher-based beds	Zip Code for where a majority of the clients are housed

NOTE

- ✚ **Victim Service Providers:** Must provide zip code of location
- ✚ **Cold Weather Shelters:** Are considered dedicated inventory and should be included on the HIC with 'Seasonal Bed Inventory'
- ✚ **Rapid Re-Housing:** For HIC Reporting RRH beds and units are based on the ACTUAL number of current project participants who are:
 - **Actively enrolled** on the night of the count. This includes those who are only receiving supportive services in the RRH project; **AND**
 - **In permanent housing** on the night of the inventory count. *The Housing Move-In Date

is used to identify those that are housed*

VA Projects:

- **SSVF:** Only RRH clients are to be counted on the HIC
- **VA Grant and Per Diem (GPD):** The following project type should be counted and how they should be counted

Component in GPD	Project Type in HIC
Bridge Housing	Transitional Housing
Low Demand	Safe Haven
Service Intensive Transitional Housing (SITH)	Transitional Housing
Hospital to Housing	Transitional Housing
Clinical Treatment	Transitional Housing
Transition in Place	Permanent Housing - OPH

- **HUD – VA Supportive Housing (VASH) Vouchers:** Total number of VASH vouchers for use on the night of the count REGARDLESS of whether the voucher is presently in use
- **All inventory** must serve 1 Target Population. If the project is designed to serve that population at least three-fourth (75%) of the clients served by the project must fit the target group descriptor.

Abbreviation	Description
DV	People who are Survivors of Domestic Violence
HIV	Persons living with HIV/AIDS
N/A	Not Applicable

- **Total Bed Inventory** must be further broken down into the *Household (HH) Type(s)* beds are available for **AND for each HH Type**, add'l details as to **Bed Type *Availability *Dedicated Homeless sub-populations beds*

- **Household Types**

Household Type Reminders

Adults with Children (Households with at least one adult and child)
Families

- There is at least one (1) member of the household under the age of 18, and at least one (1) member of the household age 18 or over.
- All Adults with Children households must have at least two people.
- The Head of Household must be at least age 18 or over.

Adults Only (Households without Children)
Singles or Adult only

- Everyone in the household is aged 18 or over.
- This includes households where there is only one single person 18 years of age or older and households with at least one adult and dependents 18 or older.

Children Only (Households with Only Children)
Unaccompanied minors

- Everyone in the household is under the age of 18.
- This includes households where there is only one single person under the age of 18 and households where the parent is under 18 and has a dependent under 18.

○ **Bed Types**

<p>Voucher Based # of beds *</p> <p>Voucher-Based: Beds made available by the homeless assistance project through vouchers or other forms of payment.</p>
<p>Facility Based # of beds. *</p> <p>Facility-Based: Beds located in a residential homeless assistance facility dedicated for use by persons who are homeless</p>
<p>Other Based # of beds (ES) *</p> <p>Other: Beds located in a church or other facility not dedicated for use by persons who are homeless.</p>

○ **Availability**

- **Emergency Shelters ONLY:** Indicate # of beds that are **Overflow & *Seasonal*

Emergency Shelter 'Non-Year-Round' Bed Inventory

Seasonal Beds:

- Are not available year-round, but instead are available on a planned basis, with set start and end dates, during an anticipated period of *higher demand*.
- For the HIC, identify only the total number of seasonal beds available for occupancy on the night of the inventory count and indicate the start and end date for the season

Overflow beds:

- Are available on an ad hoc or temporary basis during the year in response to demand that exceeds planned (year-round or seasonal) bed capacity.
- For the HIC, identify the total number of overflow beds that were available for occupancy on the night of the inventory count.
- If there is no fixed number of overflow beds report the total number of overflow beds that were occupied on the night of the inventory count.

(NOTE: **OVERFLOW** IS DIFFERENT THEN **SEASONAL**, IF YOUR OVERFLOW BEDS ARE **NOT** AVAILABLE AT ANY TIME OF THE YEAR THEN THEY SHOULD BE ENTERED AS **SEASONAL BEDS** INSTEAD.)

- **Homeless Sub-population Dedicated Beds**

Subpopulation Dedicated Beds

Some programs are required or designed to **dedicate** at least a portion of their inventory to specific **subpopulations**.

Reminders:

- ① • **Dedicated Beds** are reserved--not merely prioritized--for use by **subpopulation** members and their household members.
- **Dedications** may be made to a **combination subpopulation** (e.g. **YOUTH VETERANS**). In these cases, enter the counts for these inventories in both the **YOUTH** and **VETERAN** sections.
- **Counts** entered in **any single subpopulation** section **CANNOT** exceed the **Total Bed & unit Counts** entered above.

Chronically Homeless

Veterans

Youth

Chronically Homeless Veterans

Chronically Homeless Youth

Youth Veterans

Non-Dedicated

Airtable Form Instructions

After **Step 2** has been completed the MD BoS HMIS Team will provide the **PoC** with access to the [Airtable 'PIT HIC 2025' portal](#)

- When you open the Airtable portal specific to your agency, you will see:
 - Agency Name
 - List of projects that are required to participate in the MD BoS CoC PIT &/or HIC process
 - The number circled below is = to the # of projects needs to complete individual Airtable submissions for

NOTE If you believe that a project is missing from the list – please contact the MD BoS HMIS Team asap

AGENCY NAME (IDENTIFIER)	
Test XXX: Agency (123)	3
Test XXX: Test Project (ES) 234	Enter PIT/HIC Data
Test XXX: Test Project (RRH) 345	Enter PIT/HIC Data
Test XXX: DV Test Project (ES – HIC ONLY) 456	Enter PIT/HIC Data

- Click the '**Enter PIT/HIC Data**' button to open the Airtable form

Project Info:

- Enter your name & email address
- Confirm that the pre-populated info for LHC and Agency Name are correct
 - ***NOTE*** If you believe the pre-populated info is **NOT** correct – do **NOT** change it, contact the MD BoS HMIS Team for assistance

- Click 'Next'

The screenshot shows a web form titled "Housing Inventory Count" from the Maryland Balance of State system. At the top, there are five progress indicators: "Project Info" (selected and highlighted with a red box), "Funding", "End Inventory", "Get Translates", and "Submission". Below the header, the form is divided into sections. The "Agency Info" section contains four fields: "Name of Person Submitting Form" (with a red checkmark), "Email of Person Submitting Form" (with a red checkmark), "LHC" (with a dropdown arrow), and "Agency Name (Identifier)" (with a dropdown arrow showing "Test XXX: Agency (123)"). At the bottom left, a red arrow points to a blue "Next" button.

Project Info – cont.:

- **YES - or - NO:** Was the project operational on (1/22/25) the night of the count?
 - **If NO:** Select the appropriate 'Status' response

The screenshot shows a question: "Was this project operational on the night of the count? *". There are two radio button options: "Yes" and "No". The "No" option is selected. Below the question, there are three radio button options for project status: "Seasonal - Not Currently Active", "Under Development (This project will be open before the end of the year.)", and "Permanently Closed (This project is no longer in operation.)".

- Click 'Next'

Project Info – cont.:

- **YES - or - NO:** Are you a Victim Service Provider (VSP) as defined by the HEARTH Act
 - **Only select YES if:**
 - Agency is defined as a Victim Service Provider (VSP) as defined by the HEARTH Act, or
 - A non-VSP agency has projects funded by FVPSA, OVC, OVW, or Specialized Housing and Services for Victims of Human Trafficking
 - Below are resources where more information can be found:
 - [HUD Exchange: Domestic Violence and Homelessness](#)
 - [Victim Service Providers + HMIS](#)
 - If YES: Do you use an HMIS Comparable Database to enter client data for this project?
 - If YES: Enter the name of the Comparable Database

- **YES - or - NO:** Do you use HMIS to enter client data for this project?
- **Project Type:** Confirm that the pre-populated info is correct
 - ✚ ***NOTE*** If you believe the pre-populated info is NOT correct – do NOT change it, contact the MD BoS HMIS Team for assistance

- **Housing Type:** Select **ONE** Option

Site-based/single site:
All clients are housed in a single project facility

Site-based/clustered-multiple sites

- All clients are housed in more than one project facility, but more than one client is housed in each project facility.
- The facility locations are owned, operated, or sponsored by the project. This can include PBRA and may include SBRA, if multiple clients are housed in several separate sponsored facility locations.

Tenant-based/scattered site

- Clients have leases or other occupancy agreements and are housed in market-rate, scattered-site residences.
- This includes TBRA and may include SBRA, if clients are housed in sponsored units where each unit has a distinct mailing address.

- **Target Population:** Select **ONE** Option

Target Population
*Select ONE Option Below **

Target Populations: A population is considered a "target population" if the project is designed to serve that population and at least 75% of the clients served by the project fit the target group descriptor.

DV: Survivors of Domestic Violence

HIV: Persons with HIV/AIDS

NA: Not Applicable

- Click 'Next'

Funding: ***NOTE*** Often a single project is funded by multiple sources – Please **select ALL sources** that currently fund this project

- **Project Funding Sources:**
 - From the list select **each** source that currently funds the project

- For **each** Funding Source selected you will enter the:
 - Grant ID: ** For Local Funding Sources, if there is Not a grant ID, you can just enter the

name of fund source (for example: 'HSP' or 'Joe's Philanthropic Fund')

- **Start Date:** Date this funding cycle began
- **End Date:** Enter if you know the date the current funding cycle ends

Test Project Fund Source: Grant ID *

Test Project Fund Source: Start Date

MM/DD/YYYY

Test Project Fund Source: End Date

MM/DD/YYYY

Bed Inventory:

- ***NOTE*** **Rapid Re-Housing ONLY:** For HIC Reporting RRH beds and units are based on the ACTUAL number of current project participants who are:
 - **Actively enrolled** on the night of the count. This includes those who are only receiving supportive services in the RRH project; **AND**
 - **In permanent housing** on the night of the inventory count. *The Housing Move-In Date is used to identify those that are housed*
- **Household Type:** ***NOTE*** If beds can be used for multiple household types, they must still be reported in 1 of the 3 official HUD Household Types.
 - It can be helpful, especially for RRH projects, to record BUI using the same numbers the grant agreement states project is funded for

Project info Funding **Bed Inventory** PIT Validation Submission

MARYLAND
BALANCE OF STATE
CONTINUUM OF CARE

HOUSING INVENTORY COUNT (HIC) Information

Section 1: Household Types

Please select all household types that may be served by your project: *

- Households with at least one adult and child
- Households without Children
- Households with Only Children

- **YES - or - NO:** Disaster Related Beds

Project info Funding **Bed Inventory** PIT Validation Submission

MARYLAND
BALANCE OF STATE
CONTINUUM OF CARE

Disaster-Related Beds? *

Beds that were funded specifically because of a Presidentially-declared Disaster.

- Yes
- No

- **Total Bed Inventory Count:**

- ✚ ***NOTE*** In subsequent steps you will breakout the TOTAL # beds & provide addt'l details for **each Household (HH) Type** previously selected

- ✚ The total for **each** HH Type **must equal** the **TOTAL BED INVENTORY COUNT** for the project **as a whole**

- Enter the **TOTAL #** of the **Year-Round** Bed Inventory

- ✚ ***NOTE*** **Emergency Shelter ONLY:** You will also enter the # of ***Overflow & *Seasonal*** – for seasonal beds you will also enter the inventory START / END date

- Enter the # of **UNITS & BEDS** available for **each Household (HH) Type** previously selected

- **UNITS:** Are separate quarters (room, apartment, house, etc.) intended to shelter/house individual households

Example:

- House with 3 bedrooms intended to house only 1 family/HH = **1 Unit**
- House with 3 bedrooms intended to house 3 mothers with children in each bedroom = **3 Units**
- Projects that **do not have** a fixed number of Units (e.g., a congregate shelter project) may record Units as the:
 - Bed inventory
 - Number of residential facilities operated by the project
 - Number of rooms available
- **BEDS:** For *each* HH Type must equal the **TOTAL BED INVENTORY COUNT** for the project as a whole
 - ✚ ***NOTE* Adults WITH Children HH (Families) ONLY:** Because FAMILY HH's will have multiple BEDS in a single UNIT – the # of BEDS entered should be at least double the number of UNITS
 - Example:** For 5 Family UNITS – that has 3 BEDS in each UNIT, you would enter UNITS = 5 BEDS = 15
- **YES - or - NO:** Reply to the question asking if # beds has changed since January 2024
 - If YES – provide the approximate date & a brief explanation (HUD will require this information on the final CoC upload of PIT/HIC data)

Did the # of beds change since January 2024? *

Yes

No

Approximate date inventory last changed

MM/DD/YYYY

Please give a brief description of the reason for the change in units/beds

- Of the projects **TOTAL** Bed inventory, record the # of beds that are **Voucher Based* **Facility Based* **Other Based*

Voucher Based # of beds * Voucher-Based: Beds made available by the homeless assistance project through vouchers or other forms of payment.
Facility Based # of beds. * Facility-Based: Beds located in a residential homeless assistance facility dedicated for use by persons who are homeless
Other Based # of beds (ES) * Other: Beds located in a church or other facility not dedicated for use by persons who are homeless.

- **Sub-Populations:** For each Household (HH) Type previously selected, identify the sub-populations beds are **DEDICATED** for
 - Of the sub-populations selected, you will then be prompted to enter the number of beds DEDICATED

- Beds that are NOT dedicated to a specific sub-population, select 'Non-Dedicated'

Select all sub-population categories for which your project has dedicated beds. *

Chronically Homeless
 Veterans
 Youth
 Chronically Homeless Veterans
 Chronically Homeless Youth
 Youth Veterans
 Non-Dedicated

Subpopulation Dedicated Beds

Subpopulation Dedicated Beds

Some programs are required or designed to dedicate at least a portion of their inventory to specific subpopulations.

Reminders:

- **Dedicated Beds** are reserved—not merely prioritized—for use by subpopulation members and their household members.
- Dedications may be made to a combination subpopulation (e.g. YOUTH VETERANS). In these cases, enter the counts for these inventories in both the YOUTH and VETERAN sections.
- Counts entered in any single subpopulation section CANNOT exceed the Total Bed & unit Counts entered above.

Chronically Homeless Bed Inventory

Chronic Bed Inventory

Number of beds dedicated/prioritized for persons meeting HUD's criteria for [Chronic Homelessness](#).

A dedicated bed is a bed that must be filled by a chronically homeless person who qualifies for the project unless there are no chronically homeless persons within your area that qualifies.

These are a subset and should also have been included in the Total Bed Inventory section.

You may need to refer to your grant application where you listed the chronic inventory that you would have available. (Permanent Housing Only)

Veteran Bed Inventory

Veteran Bed Inventory

Number of beds dedicated/prioritized for Veterans and veteran families who qualify for the project unless there are no homeless veterans and their families located within the geographic area who qualify.

These are a subset and should also have been included in the Total Bed Inventory section.

Youth Bed Inventory

Youth Bed Inventory

Number of beds dedicated/prioritized for Youth (under 25).

A dedicated bed is a bed that must be filled by a homeless youth who qualifies for the project unless there are no homeless youths within your area that qualifies.

These are a subset and should also have been included in the Total Bed Inventory section.

Review – Verify – Validate – Submit:

- ✚ ***NOTE*** **Rapid Re-Housing ONLY:** For HIC Reporting RRH beds and units are based on the ACTUAL number of current project participants who are:
 - **Actively enrolled** on the night of the count. This includes those who are only receiving supportive services in the RRH project; **AND**
 - **In permanent housing** on the night of the inventory count. *The Housing Move-In Date is used to identify those that are housed*
- **Review of Bed Inventory:** After entering the bed inventory for Household Type, you will have a chance to review the #'s entered and, if needed, go back to the previous page to edit the numbers
 - Ensure that the bed counts reflected in each category are accurate & that the TOTAL beds reported is accurate for what was available on the night of the count – January 22nd
- **Verify:** When certain that the #'s are accurate
 - Check the box to verify
 - Click 'Next'

Project Info — Funding — **Bed Inventory** — PIT Validation — Submission

Review of Bed Inventory

Please review the total bed counts below to verify they are correct. If not, please go back to the previous page to correct.

Available Beds:

Total Beds Reported : 20

Total Year-Round Beds Reported: 10

Total Seasonal Beds Reported: 5 EMERGENCY SHELTER PROJECTS ONLY

Total Overflow Beds Reported: 5

Sub-Population Dedicated:

(Calculated by subtracting beds dedicated to multiple subpopulations from total beds reported as dedicated for each individual subpopulation)

Chronic-Only Beds: 0

Veteran-Only Beds: 0

Youth-Only Beds: 0

Chronic-Veteran Beds: 0

Chronic-Youth Beds: 0

Youth-Veteran Beds: 0

Non-Dedicated:

Non-Dedicated Beds: 20

INVENTORY VALIDATION

Check this box to verify above counts are accurate *

- **Validate:**

- **Enter the # of persons** sheltered / housed by your project on the night of the Point-in-Time Count – January 22nd
 - If the Utilization Percentage is UNDER 65% or OVER 105% you must provide a brief explanation **HUD requires this information on the final CoC upload of data & the MD BoS Team will enter the explanation you provide **
- **HMIS Participating Projects** will upload the 0628 / 0630 report that was verified as accurate by the project in Step 2 outlined at the beginning of this document

Project Info Funding Bed Inventory **PIT Validation** Submission

THE POINT-IN-TIME (PIT)

Your CoC leadership will use HMIS data to complete the utilization portion of the Federal PIT/HIC submission. Please complete this section to verify the accuracy of this data.

Once verified, please upload your **O628 / O630 Report **HMIS Participating Projects ONLY****

If you have any questions, please reach out to your HMIS System Administrator.

Sheltered/ Housed Calculator

How many total persons were sheltered or housed by your project on the night of the Point in Time? *

Total Beds Reported

Calculation- Utilization Percentage:

Please provide any information that could help explain why the bed utilization falls under 65% *

ex: "Overage due to babies in cribs."

PIT Report Validation

I hereby certify that I have reviewed my **O628 / O630 Report **HMIS Participating Projects ONLY**** and verified that it accurately reflects the households and clients sheltered/housed by my project on the night of the count. *


If you are not yet able to verify your data, please pause this submission until completed. If needed, reach out to your HMIS System Admin for assistance.

Upload the **O628 / O630 Report **HMIS Participating Projects ONLY**** *

Drag & drop a file or [browse](#)

- Click 'Next'
- **Submit:**
 - Check the box to confirm that you have reviewed all the data entered
 - Click 'Submit': An email will be sent the address entered on the first page containing:
 - Record of data entered
 - Link to change data after submission

Project Info Funding Bed Inventory Validation **Submission**



**MARYLAND
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CONTINUUM OF CARE**

Thank you for completing the HIC/PIT Count for this project!

Please confirm that you have reviewed your answers and then click the submit button below.

I confirm I have reviewed my answers before submitting *