



HUD POINT IN TIME REPORT GUIDE



HUD POINT IN TIME (PIT) REPORT GUIDE

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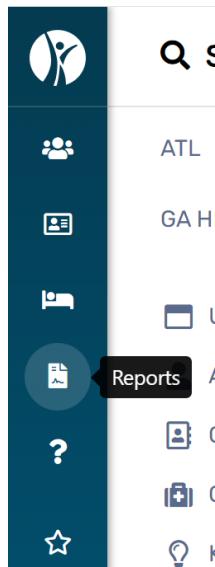
PURPOSE

This guide serves a purpose of how to run a Point in Time Report as a Summary Report, Scheduled Report and Detailed Schedule Report. The reports are used for submission of your Emergency Shelter and Transitional Housing program’s data on the night of the Point In Time count.

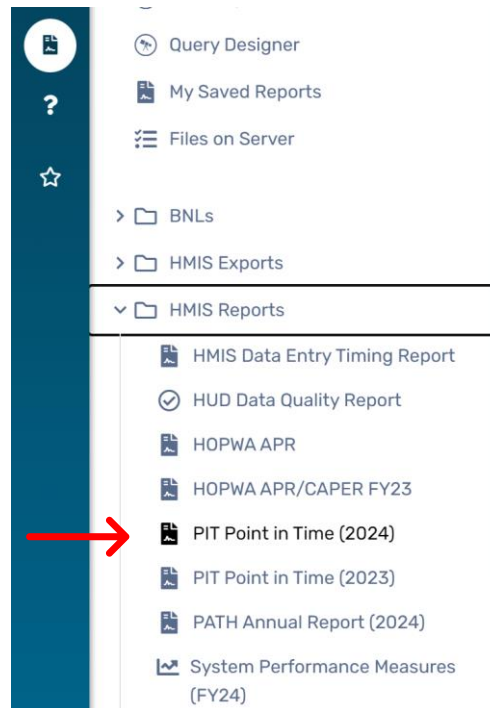
HMIS REPORTS

To login, use the Workgroup: “GA HMIS: HMIS Programs” and Organization: your org.

Go to the “Reports” by changing the active workspace by clicking the double arrows.



PIT: POINT IN TIME REPORT



REPORT SETTINGS

- 1) You can save your report settings to run later. Select “Save Settings” and input a name for your report. The saved name of the report will appear after the report is ran.
- 2) Enter the Point-In-Time Date. The is the date your CoC conducted the count on.
- 3) The organization will auto-fill based on the organization the user is logged in as.
- 4) Filter by program. Each program must be ran separately. For Emergency Shelters (ES) and Transitional Housing (TH) only.
- 5) Unsheltered Count- Service Code: Contacts (leave this field populated)
- 6) You do not need to answer the field for “Sheltered Special Population and veteran determination” simply because for this report we want to capture all homeless individuals
- 7) Schedule Detail Export: you want to check this field and set a time of when you want the report to run. This report can take up to an hour to complete.



Saved Report Settings

To use saved report settings, select the desired settings description. To save the settings for a new report, select **Save Settings**, type the description of the settings in the **Save As** field, select the report settings, and run the report. The saved settings will appear in the list the next time you access this screen.


Saved Report Settings: -- SELECT --


Configured PIT Dates

Configured PIT Dates: -- SELECT --


Point-In-Time Date: MM/DD/YYYY  

Organization(s)


Indicate which organizations should be included in the report by selecting each organization separately, or click the  icon to select all. *Note: The list only shows organizations you are authorized to view.*

Organization(s):  ATL

- Buckhead Christian Ministry
- City of Atlanta CoC
- Families First
- Schreyer Center 24/7




Program(s)


Check the box to limit report results by selected programs. When checked, the list displays programs that belong to the organizations you selected above. Indicate which programs should be included in the report by selecting each program separately, or click the  icon to select all.

Program(s): Filter by Program(s)

Unsheltered Count Criteria


Unsheltered Count - Service Code: * Contact (352) 


Sheltered Special Population and veteran determinaton

Use Most Recent: 

Schedule Detail Report

Select the checkbox and click the *Schedule Detail Report* button to schedule an export of all the data used for the PIT Report based on the filters selected. The data in this export is not filtered like the interactive report when clicking a particular number representing a category. The export is not broken up by sections as the interactive report is.

Detail Report: 



Report **Schedule Report** Cancel

RUN THE SUMMARY REPORT

- 1) Click "Report" at the bottom of the window.
- 2) You do have the option to save the report
- 3) The report will populate into 6 slides,
- 4) displaying the different household structures and additional homeless populations. (See below charts)

- a. Households with at least one adult and one child
- b. Households without children
- c. Households with only children (under age 18)
- d. Veteran Households with at least one adult and one child
- e. Unaccompanied Youth Households (any individual with no parent/legal guardian aged 18 through 24)

All Households				
Households with at least one adult and one child				
	Sheltered		Unsheltered	Total
	ES	TH		
Total numbers of households	1	0	0	1
Total numbers of persons	2	0	0	2
Number of children (under age 18)	1	0	0	1
Number of young adults (age 18-24)	0	0	0	0
Number of adults (over age 24)	1	0	0	1
Gender (adults and children)	ES	TH	Unsheltered	Total
Female	1	0	0	1
Male	1	0	0	1
Transgender	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0
Ethnicity (adults and children)	ES	TH	Unsheltered	Total
Non-Hispanic / Non-Latino	0	0	0	0
Hispanic / Latino	2	0	0	2
Race	ES	TH	Unsheltered	Total
White	0	0	0	0
Black or African-American	0	0	0	0
Asian	0	0	0	0
American Indian or Alaska Native	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
Multiple Races	2	0	0	2
Chronically Homeless	ES	TH	Unsheltered	Total
Total number of households	0	0	0	0
Total number of persons	0	0	0	0

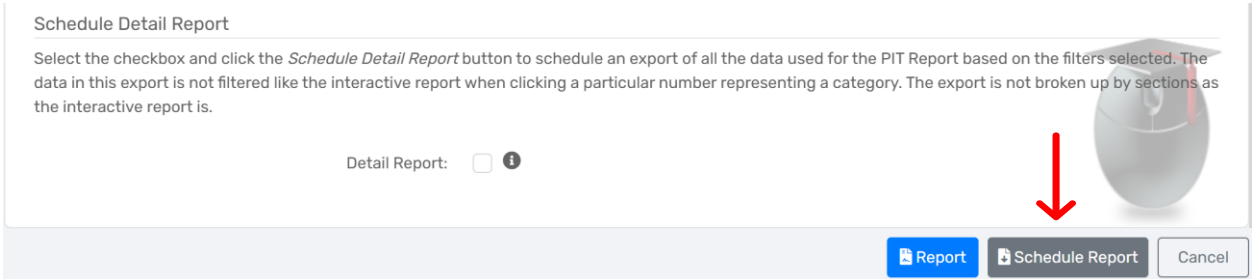
Youth Households

Additional Homeless Populations

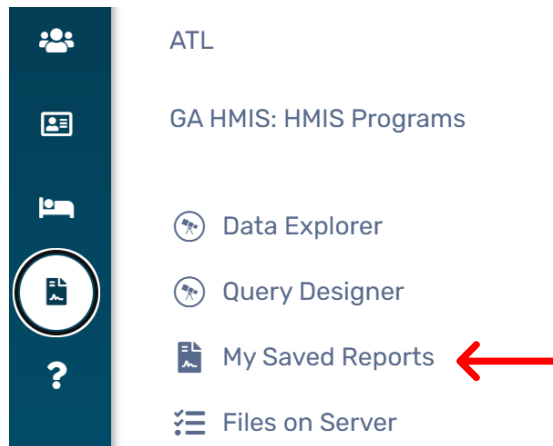
	Sheltered			Unsheltered
	ES	TH	SH	
Adults with a Serious Mental Illness	2	0	0	0
Adults with a Substance Use Disorder	3	0	0	0
Adults with HIV/AIDS	0	0	0	0
Adult Survivors of Domestic Violence (optional)	0	0	0	0

RUN A SCHEDULED REPORT

- 1) A scheduled report allows you to set a time for this report to run automatically.



- 2) Once the report is complete, it will be located to process in the “My Saved Reports” menu item. (Also located under GA HMIS Reports).



- 3) Click the date on the report line to access the scheduled summary report. This will download the summary report as an excel file.

Reports you've run in the last 10 days

	Point-In-Time Count View data from March 1, 2024 12:26 PM ×	HUDPointinTime_2024.rdl	March 1, 2024 12:26 PM
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EXPORTING A DETAIL REPORT

- 1) Select detail report and schedule detail report

Schedule Detail Report

Select the checkbox and click the *Schedule Detail Report* button to schedule an export of all the data used for the PIT Report based on the filters selected. The data in this export is not filtered like the interactive report when clicking a particular number representing a category. The export is not broken up by sections as the interactive report is.

Detail Report: 

Schedule Detail Report ←

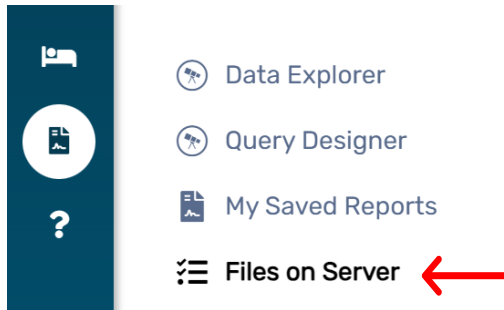


Report




Schedule Report

Cancel

- 2) Once the report is completed, navigate to the “Files on Server” under the Reports tab.



- 3) A list of your report exports will appear. (Use “click to view” status if you don’t see your report). Click the download arrow to retrieve the detailed excel report.
- 4) In your file explorer folders on your computer, go to your “downloads” folder.

	 HUD PIT 6.1_20200318164238_TaskID_87970	3/18/2020 4:24 PM	Compressed (zipped)...	13 KB
	HUD PIT 6.1_20200318164238_TaskID_87970.zip	Sheena Luten	3/18/2020 4:42:38 PM	3/18/2021 11:42:38 AM
	PIT_Detail_2020127	Microsoft Excel Comma Sepa...	13 KB No	77 KB 85%

- 5) From there you will access the PIT detailed spreadsheet.

HUD RESOURCES

[Point In Time Report Resource Guide](#)

Use the above link as a resource tool for submitting your program’s PIT data to your local CoC.