



WI BOS Point In Time Data Guide

Introduction

This guide is intended to provide guidance for PIT Leads on the data collection part of the Point In Time (PIT) count, including the data completion, gathering data from other agency partners and putting it all together. For more guidance on the actual PIT planning process and requirements, please refer to the [WI BOS PIT Methodology](#).

This guide is intended for PIT Leads or those assisting PIT Leads in the data collection and reporting part of the PIT. It covers the Housing Inventory Chart (HIC), the Non-HMIS Chart, Deduplication Chart, HMIS PIT Reports, the Post PIT Survey and Match. It is the responsibility of the PIT Lead to ensure that all PIT data in their coalition is correct and all deadlines for initial data submission and any ongoing data errors are met. This process includes working with all partners who have projects included on the HIC, which includes emergency shelter (ES), transitional housing projects (TH), permanent supportive housing (PSH), Other permanent housing (OPH) and Rapid Rehousing (RRH) projects. As the PIT Lead is often the HIC Lead, the HIC should be familiar to the PIT Lead. If you need more detailed information on the HIC, please see the [WI BOS HIC Guide](#). There are also PIT Trainings on the WI BOS website under the PIT tab that cover planning and executing the PIT, putting the data together and engaging providers in the post PIT survey. Those trainings can be found at this link: <https://www.wiboscoc.org/point-in-time.html>

PIT Overnight count Basics

The PIT is an overnight count of those experiencing homelessness covering the entire geographic area of the CoC on the fourth Wednesday of January and July. The PIT counts those in shelter, in TH, and those who are literal street homeless, which makes it more encompassing of what homelessness looks like in a CoC, than the monthly PIT count where projects on the HIC report the number of people served on the fourth Wednesday of that month. Information on those who were served in homeless housing projects like PSH, RRH and OPH are also included in the PIT count.

Along with being a count of those experiencing homelessness on one particular night, it is also an outreach event and resources like Coordinated Entry, shelter, and outreach materials available for those found unsheltered that night should be disseminated to those that are found sleeping outside. For more information on what the PIT is, and planning and execution of PIT, please see the above resources.

PIT Data Basics

PIT Data will include all projects on the HIC and those who are unsheltered. The projects included in the PIT data are Emergency Shelter (ES), Transitional Housing (TH), Permanent Supportive Housing (PSH), Other Permanent Housing (OPH), and Rapid Rehousing (RRH) projects. While the overnight count's aim is to find and help connect those who are unsheltered to available resources in the community, the PIT data encompasses data about all those who were served in a homeless project the night of the PIT, which includes shelter and housing projects. The in depth demographic information only needs to be included for those who are unsheltered or in ES and TH. For the permanent housing projects, information on household size and makeup and total numbers served is sufficient. This is specifically data for the people that were enrolled in the project on the night of the PIT, which is the fourth Wednesday of January and July.

There are six different sources where data can come from and this guide will go into much more detail about each one, but below are the basics.



1. **Homeless Management Information System (HMIS)** – this is the database homeless service providers enter data about demographic and outcomes for the people they serve in their projects. Any project that receives CoC, ESG, SSSG, RHY, HOPWA and PATH funding are required to enter data into HMIS.
 - a. For any agency that enters data into HMIS, their data will be pulled into the HMIS PIT reports (for ES and TH projects) and the HIC Supplement Report (for RRH, PSH and OPH projects). Each agency can run these reports for their own data. WI BOS does not have access to each agency's data, therefore the PIT reports are sent by the HMIS Lead, which in the WI BOS is Institute for Community Alliances (ICA), to the WI BOS Staff. The role of the PIT Lead is to communicate with the providers who enter data into HMIS that they must have all data about households who were enrolled in the project the night of the PIT count entered and correct in HMIS by the deadline given by the WI BOS Staff.
2. **Non-HMIS Chart** – This is a google link that has tabs for each coalition and should be used by any project that does not enter data into HMIS. This includes Victim Service Providers (VSP) and any other project whose funding does not require them to enter data into HMIS who chooses not to.
 - a. It is the PIT Leads responsibility to collect the same level of data that is collected in HMIS on who was served and demographic information from those agencies and enter it into the non-HMIS Chart.
3. **Housing Inventory Chart (HIC)** – This is a google link. The HIC is a collection of every project in a community that serves those experiencing homelessness (i.e. homelessness is an eligibility requirement of the project) regardless of funding source or if they enter data into HMIS or not. The HIC does not include demographic information, only the counts of people and households, but the information about numbers and households served on the HIC must match the HMIS reports and the non-HMIS chart.
4. **Deduplication Chart** – This is a google link. This chart records the counts and demographics of those who were found and stayed unsheltered the night of the PIT.
5. **Services Based count/surveys** – The actual overnight PIT count is from 11pm Wednesday to 6am Thursday on the fourth Wednesday of the months of January and July. At 6:01 Am on Thursday morning, the Services Based count starts. There may be people who were experiencing unsheltered homelessness that were missed on the night of the PIT so HUD allows us to count those folks, with the help of partner agencies where they might come for services, for up to 7 days after the actual PIT count. This is considered the Services Based count/survey. The surveys are the same surveys filled out the night of the PIT and they are filled out about the night of the PIT. For example, if someone comes to the library Friday after the PIT and is experiencing homelessness, library staff would ask that person if they were unsheltered Wednesday night. If they were, they would ask if they could do a survey about that Wednesday night. All the partners then send the surveys they have collected in those seven days to the PIT Lead by the due date.
6. **Post PIT Survey** – This survey is a google link that is filled out by the PIT Lead and gives information about the planning, implementation and services-based count for each coalition.

For the purposes of the HIC, data is looked at in terms of Households with children (families), households without children (singles/individuals), and children only (unaccompanied youth). Let's dig a little deeper into that.

- **Households with children/Families** -these are households who have a child under the age of 18 in the household with them.
- **Households without children/Singles/Individuals** -these are households who do not have children under the age of 18. For example, if there were two 50 year-olds with their 20 year old child, they would be considered 3 singles. On the Non-HMIS chart, this household would be entered as 1 household with 3 total people. On the HIC, they would be considered 3 singles, even though they are showing up as a multi-member



household. If there is not a child under the age of 18, then it is a 1:1 relationship between person and household. For these reporting purposes, it is not about relation of household members.

- Children Only – These are households who have only people under the age of 18 with no adult over the age of 18 in the household. They would also be considered a 1:1 relationship between household and person. For example, if two 17 year-olds presented together, they would be considered two singles in child only households.

The WI BOS staff do three data reviews to give PIT Leads a chance to get the data correct. If there are still data issues after the 3rd review, it may impact scoring in the CoC Competition, as ensuring PIT data complete and accurate by deadlines is a scored item for the WI BOS Ranking Tool. If a PIT Lead is struggling to get their data complete and accurate, they should be reaching out to dedicated WI BOS staff to get assistance.

HMIS PIT Reports

The first step for PIT Leads is to make sure that their own agency's data are entered and accurate in HMIS. This includes any shelter and transitional housing projects as well as housing projects that are a type listed above. PIT Leads need to be communicating with partner agencies about PIT deadlines and reminding them that they need to have their data correctly entered into HMIS as well. If there are errors upon data review by WI BOS staff, then it is the PIT Lead's job to let the partners know if they have any data errors and to help them with corrections. PIT Leads will only have access to their own agency's data, unless an Agency Agreement form from ICA is filled out by the partner agency to give access to the PIT Lead to pull data on behalf of that partner agency.

For the data review deadlines given by the WI BOS, the PIT Lead does not need to send HMIS reports to the WI BOS staff. ICA staff send two different reports to WI BOS staff that has all the information needed. The first report, The PIT Report, pulls all demographic, household type, and total people served in ES and TH. The second report, the HIC Supplement report, pulls the same information for PSH, OPH and RRH. HUD wants information about who was served in the housing projects the night of the PIT, but they do not require the same level of demographic information as they do for those unsheltered, sheltered and in TH. These are the same reports that each agency who enters data into HMIS should be running to ensure their data is accurate and complete.

If there are questions regarding the HMIS data such as the information in HMIS does not match who was actually served, the household type is wrong, or data quality errors, an HMIS System administrators can help to figure out what the issue is. WI BOS staff do not have the ability to do that level of HMIS data entry troubleshooting.

*Note: for RRH projects, those participants who are enrolled but not yet housed will not be included in the data under the RRH project in the HIC Supplement Report. If the household is in shelter, they would be included in the PIT Report under the ES data. To avoid deduplication, they are only counted as being served in RRH if they have a Housing Move In date in HMIS.

HIC

The Housing Inventory Chart (HIC) is an active list of all beds and units dedicated to those experiencing homelessness in the CoC. The HIC's purpose is to be able to capture all of the projects, beds and units, and utilization of those beds and units, for those experiencing homelessness in a CoC. The WI BOS has created a [HIC Guide](#) and a recorded training to go along with it that can be accessed on the website, www.wiboscoc.org, which gives more in depth information on the HIC, but below are some basics of the HIC.

Due to the large geography, the WI BOS CoC is broken down into coalitions and on the HIC, each coalition has their own tab. PIT Leads must only enter information on their own coalition's tab. The HIC should be filled out every month with information about those served on the fourth Wednesday of the month as utilization throughout the year is taken into account for specific funding allocation, but it becomes especially important on the fourth Wednesday of January and July.



*Note: for RRH projects, participants who are enrolled but not housed, will not be included in the HIC under the RRH project. If the household is in shelter, they would be included in the ES section of the HIC. To avoid deduplication, they are only counted as being served in RRH if they have a Housing Move In date in HMIS.

Each coalition works with their HIC a bit differently. Some coalitions have only one dedicated person who enters data on behalf of all projects on the HIC. The partner agencies report their numbers on a monthly basis to that specific person and that person collates and reports them on the HIC.

In other coalitions, each agency has access to the HIC and reports their numbers themselves. Regardless of what the coalition decides regarding filling out the HIC, it is the responsibility of the HIC/PIT Lead to ensure that the HIC is filled out monthly. The HIC and PIT Lead can be two separate people in those roles, but they will work closely together when it comes to the PIT data. In most coalitions, the HIC/PIT Lead is the same person.

The HIC is divided into separate tables by project type, though each section has the same information.

- Emergency shelter is first and is highlighted in a dark blue
- Transitional Housing is second and is orange
- Permanent supportive housing is third and is yellow
- Other permanent housing is fourth and is light blue
- Rapid Rehousing is last and is green

Even if your coalition does not have some of these projects, please do not delete the section. New projects are always being created in communities so though there may not be that project type currently, that does not mean in the future there may not be a project that fits that project type.

The first thing a PIT Lead should do is ensure that all projects that should be on the HIC are on the HIC and that any that should be taken off are taken off. The HIC is an active document, so it should be accurate as of the day someone is looking at it. If a project needs to be added, the PIT Lead needs to gather the information from the agency and can either add it themselves or reach out their WI BOS support staff person to help them add it. If a project has stopped functioning, then it needs to be taken off the HIC. Projects that are seasonal (a warming or cooling shelter project), so they don't operate all year have their own columns in the Emergency shelter table and therefore should be included on the HIC year round.

The second thing the PIT Lead should do is ensure that all projects who served someone in the night of the PIT have their information about households and total served added into the HIC in columns AH-AK.

Households . . .			
With Only Children	Without Children	With Children	
# people	# people	# people	# house-h olds
0	0	0	0

The HIC is a very important component of the PIT data collection, in fac the HIMS reports and non-HMIS chart are compared to the HIC to ensure accuracy. The HMIS reports and the non-HMIS chart must match what is on the HIC.



The WI BOS staff person will review the HMIS reports and compare those numbers with what is indicated on the HIC for each project. If the numbers do not match, it is an error.

Then the WI BOS staff will add up all of the projects' data who do not enter their data into HMIS and look at the non-HMIS chart to make sure those totals match. If they do not, it is an error.

Even if everything in HMIS is correct and all information on the non-HMIS chart is correct, if the HIC is left blank, there will be errors for all of the projects left blank on the HIC.

There are different types of errors that can occur with the HIC:

- The HIC is not completed/some project information is included in HMIS or non-HMIS chart but is not entered on the HIC
 - In this case, the PIT Lead should take the information from the HMIS reports and the non-HMIS providers and enter the data into the HIC after verifying its accuracy with the project.
- The HMIS numbers do not match the HIC
 - If the error is within the PIT Lead's own organization, they should fix, or work with those who enter data to fix the issue so the numbers do match.
 - If the error is within a partner agency's data, the PIT lead should communicate with that partner about the error and help them to fix it if they need assistance.
- The Non-HMIS chart does not match the HIC
 - Touch base with the providers who filled out the non-HMIS chart and determine where the errors are by verifying their numbers and comparing them to the HIC.

Example

I.

PIT ES/SH/TH Summary							
Household Type >		Household with Children		Household without Children		Households with only Children	
Project Type Code	Name	Count Households	Count Clients	Count Households	Count Clients	Count Households	Count Clients
Emergency Shelter	Freedom House Ministries Emergency Shelter	13	52	0	0	0	0

The HMIS PIT report shows that Freedom House Ministries ES project has 13 households with children with a total of 52 people. There are no singles or households with only children (meaning those who are under 18 years old, with no adult over the age of 18 with them). The HIC should show 13 in column AK and 53 in column AJ. Instead, this is what the HIC shows:

								AJ	AK
Freedom House Ministries	45	Freedom House Ministries - Emergency Shelter	30	0	0	30	12		

So, the HIC is showing 12 households with 30 people. These numbers do not match what the HMIS report is telling us which is 13 households with 52 people. This is either a data entry issue on behalf of the project, or it is an issue with the incorrect numbers being entered on the HIC. It is up to the PIT Lead to determine what the issue is and to help fix it so that on the next data review, the information from the report will match what the HIC says.

II.

In this example, the HMIS report again shows that the project has 13 households with 52 people.



PIT ES/SH/TH Summary

Household Type >		Household with Children		Household without Children		Households with only Children	
Project Type Code	Name	Count Households	Count Clients	Count Households	Count Clients	Count Households	Count Clients
Emergency Shelter	Freedom House Ministries Emergency Shelter	13	52	0	0	0	0

But this time, the HIC shows there are zero people in households served:

Freedom House Ministries	45	Freedom House Ministries - Emergency Shelter	0	0	0	0	0
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This probably means that HMIS is correct, and the numbers were not entered on the HIC. The PIT Lead would need to verify the information is correct and add it to the HIC.

III.

Here is how it should look:

The HMIS report again shows that the project has 13 households with 52 people.

Freedom House Ministries	45	Freedom House Ministries - Emergency Shelter	0	0	0	0	0
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And now the HIC does too:

Freedom House Ministries	45	Freedom House Ministries - Emergency Shelter	52	0	0	52	13
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Non-HMIS Chart

The Non-HMIS chart is for those projects who do not enter their data into HMIS. This could be a Victim Service Provider (VSP) who statutorily cannot enter their data into the same HMIS as regular homeless service providers, or it could be a project who chooses not to enter their data into HMIS and do not receive funding that requires them to do so. The PIT Lead should be knowledgeable about which projects enter into HMIS and which do not within their coalition.

There are columns in the Bed and unit inventory section of the HIC that ask about HMIS beds, and these are the columns that would indicate if the project enters data into HMIS.

All Year Round Beds & Units														
With Children						Without Children					... With Only Children <18			
Beds	Units	HMIS Beds	Veteran Beds	Youth Beds	Chronic Beds	Beds	HMIS Beds	Veteran Beds	Youth Beds	Chronic Beds	Beds	HMIS Beds	Chronic Beds	

If they do not, then the PIT Lead knows they will need to download the Non-HMIS Chart for each provider and send it to them to fill out.

The non-HMIS chart is only looking for data for the project types ES and TH and then those who were found and stayed unsheltered the night of the PIT, which we will get more into in the deduplication chart section. We do not



need the same level of demographic information for PSH, OPH and RRH, so PIT Leads should clarify with partner agencies that they only need to fill it out for those ES and TH projects that are included on the HIC.

The non-HMIS chart has 4 tabs per coalition:

- INFO- the PIT Lead will enter the providers who are included on the non-HMIS chart.
- Families- the information for the households who have children under the age of 18 will be entered on this tab.
- Individuals-the information for the households who do not have children under the age will be entered on this tab.
- Unacc. Youth (unaccompanied youth)- the information for the households with only those under the age of 18 will be entered on this tab.

The PIT Lead should send a copy of the Families, Individuals and Unacc. Youth to each of their partners who do not enter data into HMIS for them to fill out. They need to provide all the same demographic information as the HMIS reports have, so when the PIT Leads get the forms back, they should verify that they have demographic information about each person.

The Families, Individuals and Unacc. Youth tabs all gather the same information, but the families and individuals tabs do also break it down into sub-populations of veterans, parenting youth (on the Families tab) and young adults (on the Individuals tab).

- Parenting youth – there is a child under the age of 18 and the parents/guardians are all under the age of 25.
 - For example, a household with a 22-year-old, a 23-year-old and a 2-year-old would be considered a parenting youth household.
 - A household with a 22-year-old, a 25-year-old and a 2-year-old would NOT be considered a parenting youth household because not all members of the household are under the age of 25.
- Young Adults – singles or multiple people with no children under the age of 18 who are all under the age of 25.
 - If there were a household with a 23-year-old and a 25-year-old, the 23-year-old would be considered a youth, the 25-year-old would not.

Here is a screenshot of what the Individuals tab on the non-HMIS chart looks like and the information that needs to be gathered:

ALL Households without Children

Includes couples without children and singles

	Sheltered		Unsheltered	Total
	ES	TH		
Total Number of Households	5	0	80	85
Total Number of Persons in Household	5	0	91	96
Number of young adults (under 18)	0	0	0	0
Number of young adults (ages 18-24)	0	0	6	6
Number of Adults (ages 25-34)	2	0	14	16
Number of Adults (ages 35-44)	1	0	24	25
Number of Adults (ages 45-54)	1	0	21	22
Number of adults (ages 55-64)	1	0	17	18
Number of adults (ages 65 and older)	0	0	9	9
Gender (Adults and Children)				
	ES	TH	UN	Total
Female	5	0	34	39
Male	0	0	55	55
Transgender	0	0	2	2
Gender other than singularly female or Questioning [Gender]	0	0	0	0
Ethnicity (Adults and Children)				
	ES	TH	UN	Total
Non-Hispanic/Non-Latin(a)(o)(x)	5	0	87	92
Hispanic/Latin(a)(o)(x)	0	0	4	4
Race (Adults and Children)				
	ES	TH	UN	Total
White	3	0	55	58
Black, African American or African	1	0	17	18
Asian or Asian American	0	0	2	2
American Indian, Alaskan Native, or Native Hawaiian or Pacific Islander	1	0	11	12
Multiple Races	0	0	5	5
Number of People with Single Race	5	0	86	91
Number of People with Multiple Races (2+)	0	0	5	5



Homeless Subpopulations	ES	TH	UN	Total
Total Chronic Homeless Households	2		36	38
Total Number of Persons in Chronic	2		40	42
Adults with Serious Mental Illness	5	0	41	46
Adults with Substance Use Disorder	3	0	43	46
Adults with HIV/AIDS	0	0	0	0
Veterans	0	0	6	6
Adults Formerly Ward of Child Welfare or Foster Care Agency	0		0	0
Adult Survivors of Domestic Violence (Fleeing or Attempting to Flee)	5	0	11	16

As you can see, the chart is separated into Emergency Shelter (ES), Transitional housing (TH) and unsheltered. The unsheltered data will come from the deduplication chart, everything else comes from the providers who do not enter their information into HMIS.

The chart looks at:

- Household type and total people
- Age
- Gender
- Ethnicity
- Race
- Sub-populations

Below is a screenshot of the Veterans chart, which is to the right of this main chart on the Individuals Tab:

Sub-set #1: Veterans Household without Children				
	Sheltered		Unsheltered	Total
	ES	TH		
Total Number of Veteran Households	0	0	6	0
Total Number of Persons in Veteran Household	0	0	6	0
Total Number of Veterans in Veteran Household	0	0	6	0
Number of Veteran young adults (ages 18-24)	0	0	0	0
Number of Veteran Adults (ages 25-34)	0	0	0	0
Number of Veteran Adults (ages 35-44)	0	0	2	0
Number of Veteran Adults (ages 45-54)	0	0	0	0
Number of Veteran adults (ages 55-64)	0	0	2	0
Number of Veteran adults (ages 65 and older)	0	0	2	0
Gender (Veteran Only)				
	ES	TH	UN	Total
Female	0	0	0	0
Male	0	0	6	0
Transgender	0	0	0	0
Gender other than singularly female or male	0	0	0	0
Questioning [Gender]	0	0	0	0
Ethnicity (Veteran Only)				
	ES	TH	UN	Total
Non-Hispanic/Non-Latin(a)(o)(x)	0	0	6	0
Hispanic/Latin(a)(o)(x)	0	0	0	0
Race (Veteran Only)				
	ES	TH	UN	Total
White	0	0	2	0
Black, African American or African	0	0	3	0
Asian or Asian American	0	0	0	0
American Indian, Alaskan Native, or	0	0	1	0
Native Hawaiian or Pacific Islander	0	0	0	0
Multiple Races	0	0	0	0
Number of People with Single Race	0	0	6	0
Number of People with Multiple Races (2+)	0	0	0	0
Homeless Subpopulations				
	ES	TH	UN	Total
Total number of Chronic Homeless Veteran	0		6	0
Total number of Persons in Chronic Homeless	0		6	0

As you can see, it is asking the same information that the main chart asks, it just pulls out that information for those who are veterans.

And here is the Young Adults, which is the last table to the right of the Veterans tab.

Sub-set #2: Young Adults				
Defined as households without children; singles, couples, no parenting youth				
	Sheltered		Unsheltered	Total
	ES	TH		
Total Number of Young Adult Households	0	0	5	5
Total Number of Persons in Young Adult Households	0	0	6	6
Number of young adults (under 18)	0	0	0	0
Number of young adults (ages 18-24)	0	0	6	6
Gender				
	ES	TH	UN	Total
Female	0	0	1	1
Male	0	0	4	4
Transgender	0	0	1	1
Gender other than singularly female or male (e.g. nonbinary, genderfluid, agender, culturally specific)	0	0	0	0
Questioning [Gender]	0	0	0	0
Ethnicity				
	ES	TH	UN	Total
Non-Hispanic/Non-Latin(a)(o)(x)	0	0	6	6
Hispanic/Latin(a)(o)(x)	0	0	0	0
Race				
	ES	TH	UN	Total
White	0	0	5	5
Black, African American or African	0	0	0	0
Asian or Asian American	0	0	0	0
American Indian, Alaskan Native, or Indigenous	0	0	1	1
Native Hawaiian or Pacific Islander	0	0	0	0
Multiple Races	0	0	0	0
Number of People with Single Race	0	0	6	6
Number of People with Multiple Races (2+)	0	0	0	0
Homeless Subpopulations				
	ES	TH	UN	Total
Total number of Chronic Homeless Young Adult (18-24) Households without Children	0		0	0
Total number of Persons in Chronic Homeless Young Adult (18-24) Households without Children	0		0	0

Again, each table is gathering the same information as the main table, it is just pulling out the information from that main table for these subpopulations. But if there are 5 veterans entered in line 43 column E, then the Veterans Sub-population table must be filled out with 5 veterans with all demographic information.

It is the same for the young adult's table. If there are 3 people in the 18-24 range on the main chart, then the young adult sub-population table needs to show 3 and be filled out with all demographic information.



To download these charts to send to your partners who do not enter into HMIS, simply click on File→download→Microsoft Excel. Then, once you have downloaded it, you can right click on the coalition Families tab→ choose Move or Copy→New Book for the first Tab and chose create a copy→then save the others tabs to whatever that new book was that you created. Also, remember to choose create a copy.

Once the PIT Lead has gathered all the information from each of the partners, they will enter household and number served onto the HIC for each project. Then, they will add all of the information together from each partner and enter those data to the Non-HMIS chart. For example, there are 4 partner agencies who do not enter data into HMIS but have shelter projects. The PIT Lead will send each agency the excel version of the non-HMIS chart and will get back 4 different charts from each provider. They will enter the number served onto the HIC for each project, but the numbers from all 4 providers will be added together so there is just one number per field, and that will be added into the non-HMIS chart.

The WI BOS staff will then add up all of the projects who do not enter into HMIS from the HIC and these numbers should match with what is entered on the non-HMIS chart. If there is an issue, the WI BOS will let the PIT Lead know and they will need to connect with the partners to get the information completed or fixed.

There are two main types of errors:

- The numbers on the non-HMIS chart do not match the HIC
- The sub-population charts are not filled out or the demographic information is not filled out completely

Examples

I.

The numbers from the HIC do not match the non-HMIS chart.

BOS Board Member: Michelle Friedrich (SW CAP)							
SSO Staff/CE Lead: Julie McGuire (SW CAP)			Households . . .				
			With Only Children	Without Children	With Children		
Agency Name (Organization): Emergency Shelter, Seasonal Shelters, Motel Vouchers	HMIS Provider ID#	HMIS Project Name	TOTAL PIT COUNT	# people	# people	# peopl e	# house-ho lds
Community Church - Richland County	212	Lydia's House- Motel Vouchers	1	0	1	0	0
Family Advocates, Inc.	332	Family Advocates Domestic Violence Shelter	14	0	1	13	6
Family Promise of Grant County	315	Family Promise of Grant County Emergency Shelter	7	0	0	7	2
Family Promise of Green County	321	Family Promise of Green County Emergency Shelter	4	0	0	4	2
Green County Human Services	347	Green County Human Services - Motel Vouchers	6	0	0	6	3

None of these projects enter data into HMIS so we would add up the number of households, the total people in households with children, the total people in households without children and households with only children from these 5 providers. It totals to:

Number of households with children = 12

Total number of people in households with children = 30



Total people in households without children = 2
 Total people in households with only children = 0

Now we will look at the non-HMIS chart. It should have 12 households with 30 total people under ES on the Families tab. As you can see it does not. This would be an error and would be sent to the PIT Lead to correct.

ALL Family Households				
Family defined at least 1 adult and 1 child				
	Sheltered		Unsheltered	Total
	ES	TH		
Total Number of Households	10	0	0	10
Total Number of Persons in Household	26	0	0	26
Number of children (under age 18)	14	0	0	14
Number of young adults (ages 18-24)	0	0	0	0
Number of Adults (ages 25-34)	4	0	0	0
Number of Adults (ages 35-44)	5	0	0	0
Number of Adults (ages 45-54)	3	0	0	0
Number of adults (ages 55-64)	0	0	0	0
Number of adults (ages 65 and older)	0	0	0	0

II.
 Here is an example of what it should look like for the young adult subpopulation. There are 6 people in the 18-24 year old range for those who were unsheltered the night of the PIT and there are 6 people in the Sub-set #2 Young Adults table. It would be an error if those numbers did not match:

ALL Households without Children Includes couples without children and singles					Sub-set #1: Veterans Household without Children					Sub-set #2: Young Adults Defined as households without children; singles, couples, no parenting youth				
	Sheltered		Unsheltered	Total		Sheltered		Unsheltered	Total		Sheltered		Unsheltered	Total
	ES	TH				ES	TH				ES	TH		
Total Number of Households	5	0	80	85	Total Number of Veteran Households	0	0	6	0	Total Number of Young Adult Households	0	0	5	5
Total Number of Persons in Household	5	0	91	96	Total Number of Persons in Veteran Households	0	0	6	0	Total Number of Persons in Young Adult Households	0	0	6	6
Number of young adults (under 18)	0	0	0	0	Total Number of Veterans in Veteran Household	0	0	6	0	Number of young adults (under 18)	0	0	0	0
Number of young adults (ages 18-24)	0	0	6	6	Number of Veteran young adults (ages 18-24)	0	0	0	0	Number of young adults (ages 18-24)	0	0	6	6
Number of Adults (ages 25-34)	2	0	14	16	Number of Veteran Adults (ages 25-34)	0	0	0	0					
Number of Adults (ages 35-44)	1	0	24	25	Number of Veteran Adults (ages 35-44)	0	0	2	0					
Number of Adults (ages 45-54)	1	0	21	22	Number of Veteran Adults (ages 45-54)	0	0	0	0					
Number of adults (ages 55-64)	1	0	17	18	Number of Veteran adults (ages 55-64)	0	0	2	0					
Number of adults (ages 65 and older)	0	0	9	9	Number of Veteran adults (ages 65 and older)	0	0	2	0					
Gender (Adults and Children)					Gender (Veteran Only)					Gender				
Female	5	0	34	39	Female	0	0	0	0	Female	0	0	1	1
Male	0	0	55	55	Male	0	0	6	0	Male	0	0	4	4
Transgender	0	0	2	2	Transgender	0	0	0	0	Transgender	0	0	1	1
Gender other than singularly female or male or Questioning [Gender]	0	0	0	0	Gender other than singularly female or male or Questioning [Gender]	0	0	0	0	Gender other than singularly female or male (e.g. nonbinary, genderfluid, agender, culturally specific)	0	0	0	0
	0	0	0	0		0	0	0	0	Questioning [Gender]	0	0	0	0
Ethnicity (Adults and Children)					Ethnicity (Veteran Only)					Ethnicity				
Non-Hispanic/Non-Latin(a)(o)(x)	5	0	87	92	Non-Hispanic/Non-Latin(a)(o)(x)	0	0	6	0	Non-Hispanic/Non-Latin(a)(o)(x)	0	0	6	6
Hispanic/Latin(a)(o)(x)	0	0	4	4	Hispanic/Latin(a)(o)(x)	0	0	0	0	Hispanic/Latin(a)(o)(x)	0	0	0	0
Race (Adults and Children)					Race (Veteran Only)					Race				
White	3	0	55	58	White	0	0	2	0	White	0	0	5	5
Black, African American or African	1	0	17	18	Black, African American or African	0	0	3	0	Black, African American or African	0	0	0	0
Asian or Asian American	0	0	2	2	Asian or Asian American	0	0	0	0	Asian or Asian American	0	0	0	0
American Indian, Alaskan Native, or Native Hawaiian or Pacific Islander	1	0	11	12	American Indian, Alaskan Native, or Indigenous	0	0	1	0	American Indian, Alaskan Native, or Indigenous	0	0	1	1
Native Hawaiian or Pacific Islander	0	0	1	1	Native Hawaiian or Pacific Islander	0	0	0	0	Native Hawaiian or Pacific Islander	0	0	0	0
Multiple Races	0	0	5	5	Multiple Races	0	0	0	0	Multiple Races	0	0	0	0
										Number of People with Single Race	0	0	6	6
										Number of People with Multiple Races (2+)	0	0	0	0

Here is an example for the veteran column. Here they are 2 people who are veterans and those 2 people are entered into the veteran sub-population table.

Homeless Subpopulations	ES	TH	UN	Total
Total Chronic Homeless Households	2		36	38
Total Number of Persons in Chronic	2		40	42
Adults with Serious Mental Illness	5	0	41	46
Adults with Substance Use Disorder	3	0	43	46
Adults with HIV/AIDS	0	0	0	0
Veterans	2	0	6	8
Adults Formerly Ward of Child Welfare or Foster Care Agency	0		0	0
Adult Survivors of Domestic Violence (Fleeing or Attempting to Flee)	5	0	11	16

Sub-set #1: Veterans Household without Children

	Sheltered		Unsheltered	Total
	ES	TH		
Total Number of Veteran Households	2	0	6	0
Total Number of Persons in Veteran Households	2	0	6	0
Total Number of Veterans in Veteran Household	2	0	6	0
Number of Veteran young adults (ages 18-24)	0	0	0	0
Number of Veteran Adults (ages 25-34)	0	0	0	0
Number of Veteran Adults (ages 35-44)	2	0	2	0
Number of Veteran Adults (ages 45-54)	0	0	0	0
Number of Veteran adults (ages 55-64)	0	0	2	0
Number of Veteran adults (ages 65 and older)	0	0	2	0
Gender (Veteran Only)				
	ES	TH	UN	Total
Female	0	0	0	0
Male	2	0	6	0
Transgender	0	0	0	0
Gender other than singularly female or male	0	0	0	0
Questioning [Gender]	0	0	0	0
Ethnicity (Veteran Only)				
	ES	TH	UN	Total
Non-Hispanic/Non-Latin(a)(o)(x)	2	0	6	0
Hispanic/Latin(a)(o)(x)	0	0	0	0
Race (Veteran Only)				
	ES	TH	UN	Total
White	2	0	2	0
Black, African American or African	0	0	3	0
Asian or Asian American	0	0	0	0
American Indian, Alaskan Native, or Indigenous	0	0	1	0
Native Hawaiian or Pacific Islander	0	0	0	0
Multiple Races	0	0	0	0
Number of People with Single Race	2	0	6	0
Number of People with Multiple Races (2+)	0	0	0	0



Deduplication Chart

So far, this guide has covered how to fill out the information either in the HMIS or the Non-HMIS chart, but of course, the overnight count is focused on engaging and counting those who are experiencing unsheltered homelessness. So what do we do with that data? This is where the deduplication chart comes in.

Each coalition has just one tab on the Deduplication chart. The Deduplication chart is divided into 2 sections-those who were surveyed and the PIT count volunteers were able to verify their homelessness and gather the demographic information, and those who were not surveyed and PIT volunteers did the observation only forms. More information can be found in the WI BOS PIT Methodology Guide, but observation only forms will not be counted in the final PIT data. Since homelessness cannot be verified and not enough demographic information is collected to deduplicate the person, the observation only data, while still important data to collect, will not be used in final PIT numbers shared with the HUD.

The PIT Lead should collect all the surveys completed and enter that data into the deduplication chart. The PIT surveys should only be completed with those who were found and stayed unsheltered. If someone was found unsheltered and was given a motel voucher or a bed at an emergency shelter, they would not be included in the deduplication chart, because their data would be included in either HMIS or non-HMIS data for the shelter project and we do not want to count people twice.

The PIT Lead's job is to review the surveys they receive from either the night of the PIT or the services-based count after the overnight PIT count (for more information on the services based count, please refer to the [WI BOS PIT Methodology Guide](#)) to ensure that there are no duplicate forms for the same person and that the information is complete. Then they will enter the data into the deduplication chart. It is up to each PIT Lead how they want to enter whether it is a household with children, but it needs to be clear to the WI BOS staff how many households with children and total people in those households and then how many singles there are.

After the surveys are entered into the Deduplication chart, the PIT Lead must add all of the information together, like they do or the providers who do not enter data into HMIS, and enter that information into non-HMIS chart under the UN section. UN stands for unsheltered and all the same information that is collected for those in ES and TH must be entered for those who are unsheltered.

The WI BOS staff will compare what is on the Deduplication chart to what is entered in the UN columns for families, individuals and children only and will compare. If the numbers don't match or the demographic information is not complete, it will be an error.

Most of the errors with the deduplication chart are that the information is not added to the non-HMIS chart. For example, a coalition will have found 6 singles, but there will be zeroes in the non-HMIS chart under UN. Or the numbers do not seem to match what is on the deduplication chart. For example, there will be 6 singles but only 5 entered on the non-HMIS chart.

Post PIT Survey

The Post PIT survey's purpose is to gather information about what the coalition did around planning, implementation, and services-based count and to get feedback around what is working or not and trainings the coalition might like for PIT. This is also the form where PIT participation is verified. Any agency who receives CoC and ESG funding must participate in the overnight PIT count, even if they are a subgrantee of the WI BOS. Participation in the overnight PIT count is a scored criteria on the ranking tool for the CoC Competition. Each coalition has one tab on this google sheet.

The first section asks about who participated and when the count occurred. This section is important to include anyone who receives CoC, ESG, SSVF or VA, and RHY funding so that participation can be verified. Again, participation is a requirement for certain funding types and is required if an organization wishes to receive a letter of support from the WI BOS.



The next section asks about the locations where the count happened and how the coalition decided where they would count and where they wouldn't. The survey asks questions about Homeless Connect type of events which are not required but can be very effective to get resources and gather information from those who were not engaged with during the overnight count. The forms asks questions about the observation only process and the services-based count, how the after hours plan was put into effect and then questions pertaining to youth involvement. The last questions are about training that the coalition feels they might need to have a successful PIT count.

While it is the responsibility of the PIT Lead to ensure the Post PIT survey is completed, it is a good idea to talk with others who were a part of the planning or implementation of the overnight PIT count to get their feedback as well. This is really about how the coalition planned and implemented the PIT and who was involved.

Match

The PIT is an eligible activity under the CoC Planning grant. Eligible activities include planning, implementing, training volunteers, the actual time doing the count, the mileage for driving, and any post PIT debriefing or feedback. Any of these activities would be eligible for match. As with all CoC funding, HUD requires a 25% match on the planning grant and collecting match from the PIT volunteers for each coalition is one of the biggest ways that the WI BOS meets that match requirement.

Each coalition has their own link to a google form that PIT Leads should send the link out to volunteers. These are the only stipulations about when time spent on these activities cannot be used as match:

- If the person's time spent doing any of the eligible PIT activities is paid for by CoC funding
- If the person is using their time doing any of the eligible PIT activities as match to another grant

If these two things are not the case, then the volunteer or staff should fill out the google form for their coalition and add their time/mileage/supplies as match. There is no other form of verification needed for the match, the form is it.

The form asks for contact information, information regarding what the activity was, how much time or miles are being donated and signature. The WI BOS approved amount for volunteers is \$26.26 an hour and there is also a set rate for mileage, so the volunteer does not need to do the math-the WI BOS staff will do that.

Unsheltered Letter

Each PIT Lead must submit a letter for those who were found and remained unsheltered detailing how the after hour plan was used to try to connect each person/household to shelter and how they were connected to Coordinated Entry. The number of people detailed in the letter must match who is on the deduplication chart.

The letter should be on letterhead and signed. These are reviewed by WI BOS staff to ensure that the after hours plan was followed and that the process of connecting to coordinated entry aligns with the WI BOS Coordinated Entry Policy and Procedure Manual.

The Post PIT Survey, Match collection and Unsheltered letter will have a separate due date from the data review. The WI BOS will ensure that the PIT Leads have these due dates before the PIT overnight count has happened, so that PIT Leads can plan in advance.