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2015  
Version 1.0

# 2015 Point-in-Time Count of Homeless Persons:

## Data Submission Guidance



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# 1. PURPOSE OF THIS GUIDANCE

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This document provides information to Continuums of Care (CoCs) on how to successfully submit their 2015 Point-in-Time (PIT) count data to the U.S. Department of Housing and Urban Development (HUD). Guidance on submitting 2015 Housing Inventory Count (HIC) data has been released separately. Staff should review this guidance and use it as a reference when preparing their data for submission. For information on what information needs to be submitted and how to collect such data, please see [Notice CPD-14-014: 2015 HIC and PIT Data Collection for CoC and ESG Programs](#).

All CoCs must submit HIC and PIT count data through [HUD's Homelessness Data Exchange \(HDX\)](#). CoCs will be able to enter PIT count data beginning **Wednesday April 1, 2015**. CoCs must submit their 2015 HIC and PIT count data by **Thursday, April 30, 2015, 12:00 am (midnight) EDT, unless they have received a HUD extension to May 15, 2015 due to extreme weather conditions**. Submitting the HIC and the PIT count data in HDX is a **2-PART SUBMISSION** process. CoCs must submit both the data entered into the HIC module and the data entered into the PIT module in the HDX by the submission deadline in order for your submission to be considered complete.

The Primary HDX Contact for each CoC is responsible for ensuring that the 2015 HIC and PIT count data is entered completely and accurately.

If you have any questions about entering HIC or PIT count data that are not covered in this guidance or in [Notice CPD-14-014: 2015 HIC and PIT Data Collection for CoC and ESG Programs](#), please visit the [Ask a Question](#) page on the [HUD Exchange](#). To submit a question, select **HDX (PIT, HIC, AHAR, Pulse)** for the Program/System under *Your Details*, then under *Question Details*, choose either **HIC** or **PIT** as the topic and subtopic. You may also review the questions and answers posted on the [HDX Frequently Asked Question \(FAQ\)](#).

## 2. THE HUD HOMELESSNESS DATA EXCHANGE (HDX)

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The HDX is an online tool designed to allow CoCs to submit data to HUD in three modules:

- The Housing Inventory Count (HIC);
- The Homeless Point-in-Time (PIT) Count ; and
- The Annual Homeless Assessment Report (AHAR).

The [HDX](#) may be accessed at <http://hudhdx.info/>.

### 2.1 Accessing the HDX

A user account with a username and password is required to access the HDX. Once a user has an account, the CoC HDX primary contact can assign rights to the various modules in the HDX. The CoC HDX primary contact is the person listed in your most recent CoC registration for the CoC Program competition or the person identified by the CoC as the new primary contact through a written request submitted to HUD through the [HUD Exchange Ask A Question](#) page.

## 2.2 Create an Account

Read, write, and submit privileges for the HDX are managed by the CoC's primary contact directly in the HDX. All HDX users who need read, write, or submit privileges for the HDX must establish an account at the [HUDHDX.info Create an Account](http://www.hudhdx.info/CreateanAccount) webpage

(<http://www.hudhdx.info/SignUp.aspx>).

Users who already have an HDX.info account do not need to re-register.

## 2.3 Add User to HDX

Before any data can be entered the CoC HDX primary contact will need to identify user rights to the relevant HDX modules. Your CoC may decide that multiple people should be involved with entering, reviewing, and submitting data. CoC HDX primary contacts should follow the steps below to add, review or modify user rights.

To add users, the CoC HDX primary contact will click on the *Add User* button on the [HDX Admin](#) tab:

**HUD.GOV**  
U.S. Department of Housing and Urban Development  
Secretary Shaun Donovan

Homelessness Data Exchange  
Home Login **Create an Account**

### Create an Account

(\* required)

- \* Your Email:  (Will also serve as your username.)
- \* Confirm Email:
- \* First Name:
- \* Last Name:
- \* Name of Organization:
- \* User Type:
- Your CoC:
- Address:
- City:
- \* State:
- Zip:
- \* Phone:  ext:
- Phone 2 (mobile, etc.):  ext:
- Fax:

Password must be at least 5 characters long and include one number

- \* Password:
- \* Confirm Password:
- Security Question: What is your mother's maiden name?
- \* Security Answer:

stseeden much  
Type the two words:

### HDX Admin

User ▲	CoC	Housing Inventory			PIT Counts			AHAR			PULSE			Remove
	Primary	Read	Write	Submit										
Lauren Dunton	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Molly McEvilly	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

This will bring up a form in which the CoC HDX primary contact can enter the email address, first name, and last name for the new user.

The HDX will display an alert if it is unable to find an account associated with that email address. Contact users who have not yet created an account and ask them to register at the [HUDHDX.info Create an Account](http://www.hudhdx.info/Create an Account) site (<http://www.hudhdx.info/SignUp.aspx>). After creating an account, the user will be able to log in to the HDX.

## 2.4 Assign Access Levels for HDX Modules

The CoC HDX primary contact can assign rights to each HDX module for each user by checking the box that corresponds to the appropriate level of access. The levels of access in the HDX rights are:

- **Read** – can see the screens and any data that has been entered, but cannot enter or edit data;
- **Write** – can enter and edit data, but cannot submit data; and
- **Submit** – have the authority to approve and submit data to HUD.

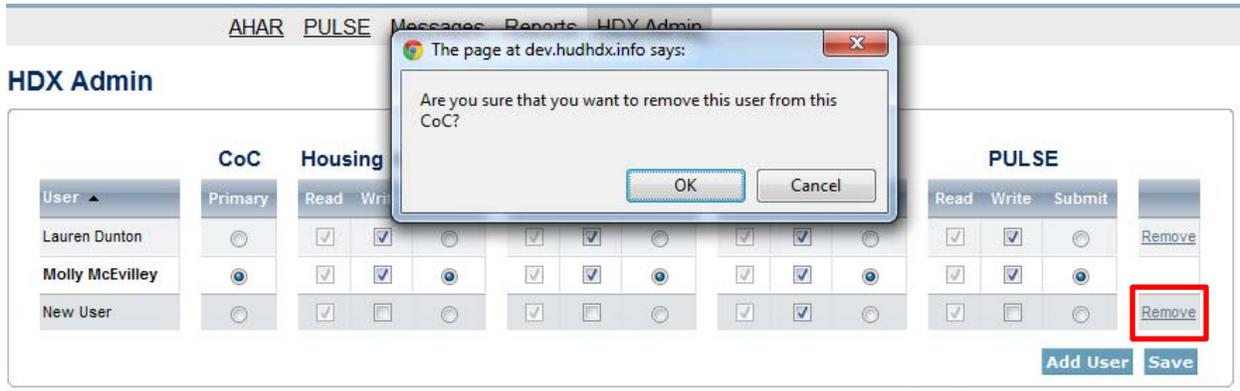
[AHAR](#)
[PULSE](#)
[Messages](#)
[Reports](#)
[HDX Admin](#)

### HDX Admin

User ▲	CoC	Housing Inventory			PIT Counts			AHAR			PULSE			Remove
	Primary	Read	Write	Submit										
Lauren Dunton	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	Remove
Molly McEvelley	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	
New User	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	Remove

## 2.5 Updating the List of Users

The HDX primary contact for each CoC should verify that the list of authorized users for the CoC is accurate and up-to-date. If any of the users listed on the HDX Admin page no longer need access to the HDX, the CoC HDX primary contact may remove users by clicking on the remove link in the far right column.



A message will pop up asking for verification; click *OK* and the user will be deleted.

## 2.6 Updating Your Account Information

Users may update their account information by navigating to the Dashboard and clicking on the [Click here to update your account information](#) link.

The screenshot shows the HDX Reporting Status page for AA-101 - Test CoC 1. The page title is "Reporting Status for AA-101 - Test CoC 1". A link "Click here to update your account information" is highlighted with a red box. Below the link, there are two main sections: "Housing Inventory Counts" and "Point-in-Time Counts".

Housing Inventory Counts	Report Due: 4/30/2015	Point-in-Time Counts	Report Due: 4/30/2015
Status: In Progress	Errors: 3088	Status:	Errors: -
	Warnings: 24		Warnings: -
<b>Housing Inventory Counts</b>		<b>Sheltered Populations (most recent count)</b>	
Date of Inventory Count: 1/28/2015		Date of Count: -	
Total Organizations: 204		Total Persons: -	
Total Projects: 865		Total Households: -	
Total Year-Round Beds: 63840			
Total Sheltered PIT: 0		<b>Unsheltered Populations (most recent count)</b>	
Utilization Rate: 0%		Date of Count: -	
Updated By: Stefan Baumgartner		Total Persons: -	
Updated On: 2/9/2015		Total Households: -	
<a href="#">View HIC</a>		<a href="#">View PIT</a>	

Update your information and click on the blue Save or Change Password button to update your account details.

## My Account

### Account Details

First Name:

Last Name:

Organization:

Address:

City:

State:

Zip:

Email:

Phone:

Phone 2:

Fax:

Account Details Saved.

### Change Password

New password must be at least 5 characters long and include one number

Old Password:

New Password:

Confirm Password:

## 3. POINT-IN-TIME COUNT DATA SUBMISSION GUIDANCE

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### 3.1 Important Changes to PIT Count Reporting Requirements

The following reporting requirements have been added for the PIT count this year.

All CoCs must continue to complete a PIT count that is based on actual counts and/or statistically reliable data. To further support collection and reporting of complete and accurate data:

1. HUD provides additional guidance about counting standards and methodologies in the [Point-in-Time Count Methodology Guide](#). CoCs should refer to that guidance and any updates HUD publishes for further instructions on counting methodologies. Compliance with HUD standards might result in a more accurate and, potentially, lower PIT count than in the past. CoCs will be able to explain changes in PIT counts that are due to methodology improvements in the CoC Program Competition application and HUD will take such changes into account in the application review and scoring process.

2. CoCs are required to report the total number of youth households (persons under age 25), including the race, ethnicity, and gender data for parenting youth and unaccompanied youth counted. Parenting youth are youth who identify as the parent or legal guardian of one or more children who are present with or sleeping in the same place as that youth parent; and where there is no person over age 24 in the household.

Parenting youth is limited to persons in households where there is no adult parent or guardian over age 24 in the household. Unaccompanied youth are persons under age 25 who are not presenting or sleeping in the same place as their parent or legal guardian, including:

- (a) single youth;
- (b) youth couples; and
- (c) groups of youth presenting as a household.

For purposes of reporting in the PIT, parenting youth are distinct from unaccompanied youth. Data on Youth Households is a subset of the All Households data. Youth included in the Youth Households table, and related demographic data, should still be included in the All Households data.

3. CoCs will not submit data on one-child and multi-child households in the Households with Only Children table because they now report the relevant information about youth in the Youth Household table.
4. CoCs are required to report the number of sheltered and unsheltered chronically homeless veterans and chronically homeless veteran families.
5. HUD has expanded the transgender categories to male to female transgender and female to male transgender to match the [2014 HMIS Data Standards](#). CoCs will be required to collect and report on the number of persons that report as transgender male to female and transgender female to male.
6. For the purpose of PIT data reporting, CoCs must report each person in only one race category, inclusive of those who identify as two or more races. This means that persons who identified as having more than one race must be identified in the “multiple races” category and must not also be counted in other race categories. For example, Jane indicated that she is “Black or African American” and “White.” For the PIT count reported to HUD in HDX, Jane is only included in the count of persons who are “multiple races” and must not also be counted in other race categories.

## 3.2 Accessing the PIT Module in HDX

There are two ways to access the PIT module to enter PIT count data.

- The PIT count module can be accessed from the Dashboard by clicking on the [View PIT](#) link in the bottom right corner of the *Point-in-Time Count* box.
- The PIT count module can also be accessed by clicking on the [PIT](#) tab on the blue toolbar at the top of the page.

Homelessness Data Exchange Now viewing data for: AA-101 - Test CoC 1

Home Dashboard HIC **PIT** AHAR PULSE Messages Reports HDX Admin

Dashboard Reporting Status CoC Overview

### Reporting Status for AA-101 - Test CoC 1

As primary contact for this CoC, you may access the [HDX Admin](#)  
[Click here to update your account information](#)

Housing Inventory Counts	Report Due: 4/30/2015	Point-in-Time Counts	Report Due: 4/30/2015
Status: In Progress	Errors: 3085 Warnings: 24	Status: In Progress	Errors: 34 Warnings: 1
Date of Inventory Count: 1/28/2015 Total Organizations: 206 Total Projects: 867 Total Year-Round Beds: 63998 Total Sheltered PIT <sup>1</sup> : 370 Utilization Rate: 1% Updated By: Tracy D'Alanno Updated On: 3/18/2015 <a href="#">View HIC</a>		<b>Sheltered Populations (most recent count)</b> Date of Count: 1/29/2015 Total Persons: 27 Total Households: 7  <b>Unsheltered Populations (most recent count)</b> Date of Count: 1/29/2015 Total Persons: 12 Total Households: 5 <a href="#">View PIT</a>	

## 3.3 Creating a New Count

To enter 2015 PIT count data, click on the blue *New Count* button in the top left corner of the screen.

Homelessness Data Exchange Now viewing data for: AA-103 - Test CoC 3

Home Dashboard HIC PIT AHAR PULSE Messages Reports HDX Admin

Point-in-Time (PIT) PIT Counts Reporting Status

### Summary of PIT Counts for AA-103 - Test CoC 3

[New Count](#)

Date of Count	Sheltered ES Total Persons	Sheltered TH Total Persons	Sheltered SH Total Persons
01/28/2014	90	0	0
01/22/2013	24	30	0
06/13/2012	182	85	33

Developed under contract with the U.S. Department of Housing and U

### 3.4 PIT Count Date and Populations

Once a new count is created, the CoC can begin to enter information about their 2015 PIT count.

#### 3.4.a Date of PIT Count

Prior to entering PIT count population and subpopulation data, CoCs must provide some background information on their count. Enter the date your CoC conducted the PIT count in the upper left portion of the module. Click on the calendar icon to the left of the data entry field to select the day, month, and year the PIT count was conducted. The PIT count date and the HIC count date should be the same.

The screenshot shows the 'PIT Counts' form. At the top is a navigation bar with links: Point-in-Time (PIT), PIT Counts, Homeless Populations, Homeless Subpopulations, Veteran Populations, Methodology, Notes, and Reporting Status. The 'PIT Counts' section contains a 'Date of PIT Count' field with a calendar icon, a 'Received HUD Waiver?' section with radio buttons for Yes, No, and Not applicable, and a 'Populations in this Count' section with radio buttons for 'Sheltered and Unsheltered Count' (selected) and 'Sheltered-Only Count'. To the right are links for 'Hide Error Messages', 'Print Errors', and a 'Save' button.

If the PIT count was conducted outside of the last ten days in January, indicate whether the CoC received a waiver from HUD to conduct the count outside the HUD-designated time period.

A Sheltered and Unsheltered Count is required in 2015 and this radio button will be automatically selected for 2015. The radio button for Sheltered-Only Count will only be available in even-numbered years.

### 3.5 Navigating the PIT Count Module

The PIT module includes eight links on the secondary navigation bar. To access any one of the links, click on its name in the gray navigation bar. Each of the links is described in detail in the following sections.

This screenshot shows the 'PIT Counts' form with the 'Date of PIT Count' field populated with '1/28/2015'. The 'Populations in this Count' section shows 'Sheltered and Unsheltered Count' selected. Below the form are tabs for 'Households with at least one Adult & one Child', 'Households with only Children', 'Households without Children', and 'Totals'. The 'Save' button is highlighted with a red box. A note in the top right corner reads: 'Note: Veterans H Veterans and Un'.

Data to be reported in the PIT module is made up of five basic components:

- **Homeless Populations** – Total number of persons and households counted and their demographic characteristics.
- **Homeless Subpopulations** – Number of chronically homeless individuals and families and data on adults with serious mental illness, substance use disorders, HIV/AIDS, and victims of domestic violence.
- **Youth Populations** – Total number of youth households, including unaccompanied youth and parenting youth and their demographic characteristics.
- **Veteran Populations** – Total number of veterans, veteran households, persons in veteran households, and the demographic characteristics of veterans.
- **Methodology** – Reporting on the methodologies that were used to conduct your sheltered and unsheltered counts.

Click on links in the gray navigation bar to navigate through the data entry screens.

### 3.6 Entering Homeless Population Data

The second link in the PIT module is for reporting on Homeless Populations, CoCs should enter their data on the number of persons and households by household type enumerated during the PIT count.

**PIT Counts**

Date of PIT Count: 1/28/2015

Populations in this Count:
   
 Sheltered and Unsheltered Count
   
 Sheltered-Only Count

Hide Error Messages | Print Errors | Save

Persons in Households with at least one Adult and one Child	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total Number of Persons (Adults & Children)	0	0	0	0
Number of Persons (under age 18)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

As in prior years, CoCs must collect and report information on the following three household types and each household type is reported on a separate tab.

- **Households with at least one adult and one child** - This category includes households with at least one adult and one child under age 18.
- **Households with only children** - This category includes persons under age 18, including children in one-child households, adolescent parents and their children, adolescent siblings, or other household configurations composed only of children.
- **Households without children** - This category includes single adults, adult couples with no children, and groups of adults.

Additionally, as in 2014, CoCs must collect and report on the age, gender, race, and ethnicity of persons included under each household category. The total number of people reported for each demographic characteristic must equal the total number of persons reported in the HH category and within the subtotals for sheltered (emergency, transitional, and Safe Haven) and for unsheltered. For example, if 100 total unsheltered people are reported under Households without Children, then the total count of unsheltered people reported under Gender (male, female, transgender (male to female), and transgender (female to male)) should equal 100. CoCs must use a statistically reliable method for estimating the demographic characteristics of people for whom data are missing to ensure a complete count. CoCs should consult the [PIT Count Methodology Guide](#) for additional guidance.

Please consult [Notice CPD-14-014: 2015 HIC and PIT Data Collection for CoC and ESG Programs](#) for detailed information about PIT count data collection requirements.

Make sure to click the blue Save button in either the top or bottom right corner of the screen to ensure that the data is saved in the HDX.

### 3.7 Entering Homeless Subpopulation Data

On the third link in the PIT module, [Homeless Subpopulations](#), CoCs should enter data on the number of sheltered and unsheltered persons counted in each of the following subpopulation categories:

#### **Chronically Homeless Subpopulations**

- Chronically Homeless Individuals
- Chronically Homeless Families (total number of chronically homeless families)
- Persons in Chronically Homeless Families (total number of persons in chronically homeless families)

**Chronically Homeless Veterans** – Chronically homeless veterans is a subset of the chronically homeless individuals and families.

- Chronically Homeless Veteran Individuals
- Chronically Homeless Veteran Families (total number of chronically homeless veteran families)
- Persons in Chronically Homeless Veteran Families (total number of persons in chronically homeless veteran families)

#### **Other Homeless Subpopulations**

- Adults with a Serious Mental Illness
- Adults with a Substance Use Disorder
- Adults with HIV/AIDS
- Victims of Domestic Violence (optional)

### PIT Counts

Date of PIT Count: 1/28/2015

Populations in this Count: Sheltered and Unsheltered Count

[Hide Error Messages](#) [Print Errors](#) [Save](#)

Homeless Subpopulations

Chronically Homeless Subpopulations <sup>a</sup> <i>(Chronically homeless subpopulation data is required for sheltered persons and for unsheltered persons)</i>	Sheltered		Unsheltered	Total
	Emergency Shelters	Safe Haven		
Chronically Homeless Individuals <sup>b</sup>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Chronically Homeless Families (Total Number of Families) <sup>c</sup>	<input type="text"/>		<input type="text"/>	0
Persons in Chronically Homeless Families (Total Persons in Household)	<input type="text"/>		<input type="text"/>	0

Chronically Homeless Veterans <sup>a</sup> <i>(Chronically Homeless Veteran Data is a subset of the All Chronically Homeless Individuals and Families.)</i>	Sheltered		Unsheltered	Total
	Emergency Shelters	Safe Haven		
Chronically Homeless Veteran Individuals <sup>b</sup>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Chronically Homeless Veteran Families (Total Number of Families) <sup>c</sup>	<input type="text"/>		<input type="text"/>	0

Only adults should be included in the counts for this chart, except for total number of persons in chronically homeless families and chronically homeless veteran families rows. Make sure to click the blue Save button in either the top or bottom right corner of the screen to ensure that the data is saved in HDX.

### 3.8 Entering Youth Population Data

The fourth link in the PIT module is for reporting on Youth Populations. CoCs should enter their data on the total number of youth households, including the number of parenting youth households and the number of unaccompanied youth households.

- Parenting youth are youth who identify as the parent or legal guardian of one or more children who are present with or sleeping in the same place as that youth parent, where there is no person over age 24 in the household.
- Unaccompanied youth are persons under age 25 who are not presenting or sleeping in the same place as their parent or legal guardian, including:
  - single youth;
  - youth couples; and
  - groups of youth presenting as a household.

Parenting youth and unaccompanied youth data is a subset of the “All Households” data and should also be included in the “All Households” data.

CoCs must also report on the gender, race, and ethnicity of youth parents and unaccompanied youth (i.e., exclude children of parenting youth). The total number of people reported for each

demographic characteristic must equal the total number of youth parents and unaccompanied youth and within the subtotals for sheltered (emergency, transitional, and Safe Haven) and for unsheltered. For example, if 50 total unsheltered youth parents and unaccompanied youth are reported, then the total count of unsheltered people reported under Gender (male, female, transgender (male to female), and transgender (female to male)) should equal 50. CoCs must use a statistically reliable method for estimating the demographic characteristics of people for whom data are missing to ensure a complete count. CoCs should consult the [PIT Count Methodology Guide](#) for additional guidance.

Date of PIT Count

1/28/2015

Populations in this Count

Sheltered and Unsheltered Count

[Hide Error Messages](#)

[Print Errors](#)

[Save](#)

Youth Households					
	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven <sup>a</sup>		
Total number of households	0	0	0	0	0
Number of parenting youth households	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Number of unaccompanied youth households	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total number of persons	0	0	0	0	0
Total number of persons in parenting youth households	0	0	0	0	0
Number of parenting youth (youth parents only)	0	0	0	0	0
Number of parenting youth (under age 18)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Number of parenting youth (age 18 to 24)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Number of children with parenting youth (children under age 18 with parents under age 25)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Gender					
	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven <sup>a</sup>		
Female	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Male	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Transgender (male to female)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Transgender (female to male)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Ethnicity					
	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven <sup>a</sup>		
Non-Hispanic/Non-Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Race					
	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven <sup>a</sup>		
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Black or African-American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Multiple Races	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

### 3.9 Entering Veteran Population Data

The fifth link in the PIT module is for reporting on Veteran Populations. CoCs should enter their data on the number of veterans, veteran households, persons in veteran households and the demographic characteristics of veterans enumerated during the PIT count.

Date of PIT Count: 1/31/2015  
 Populations in this Count: Sheltered and Unsheltered Count  
[Hide Error Messages](#) [Print Errors](#) [Save](#)

Veteran Households with at least one Adult & one Child	Veteran Households without Children		Veteran Totals		
<b>Persons in Households with at least one Adult and one Child</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>	
	Emergency	Transitional			
	Total Number of Households	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="4"/>
	Total Number of Persons	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="6"/>
Total Number of Veterans	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="6"/>	
<b>Gender (veterans only)</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>	
	Emergency	Transitional			
	Female	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Male	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>
	Transgender (male to female)	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="2"/>
Transgender (female to male)	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	
<b>Ethnicity (veterans only)</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>	
	Emergency	Transitional			
	Non-Hispanic/Non-Latino	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="3"/>
Hispanic/Latino	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="3"/>	
<b>Race (veterans only)</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>	
	Emergency	Transitional			
	White	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="2"/>
	Black or African-American	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>
	Asian	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	American Indian or Alaska Native	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Native Hawaiian or Other Pacific Islander	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>
Multiple Races	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	

CoCs must collect and report information on the following two veteran household types. Each household type is reported on a separate tab.

- **Persons in households with at least one adult and one child** - This category includes households with at least one adult and one child under age 18.
- **Persons in households without children** - This category includes single adults, adult couples with no children, and groups of adults.

Homeless veteran data is a subset of the “All Households” data and should also be included in the “All Households” data.

CoCs must also report on the gender, race, and ethnicity of veterans (i.e., exclude non-veteran adults and children in veteran households). The total number of veterans reported for each demographic characteristic must equal the total number of veterans overall and within the subtotals for sheltered (emergency, transitional, and Safe Haven) and for unsheltered. For example, if 100 total unsheltered veterans are reported, then the total count of unsheltered veterans reported under Gender (male, female, transgender (male to female), and transgender (female to male)) should equal 100. CoCs must use a statistically reliable method for estimating the demographic characteristics of people for whom data are missing to ensure a complete count. CoCs should consult the [PIT Count Methodology Guide](#) for additional guidance.

### 3.10 Completing the Methodology Tab

Date of PIT Count: 1/28/2015      Populations in this Count: Sheltered and Unsheltered Count      Data Saved.      [Hide Error Messages](#)      [Print Errors](#)      [Save](#)

Sheltered Population Total      Sheltered Demographics/Subpopulations      Unsheltered Population Total      Unsheltered Demographics/Subpopulations      Annual Comparison of PIT

The PIT Methodology Module is organized into 5 sub-tabs. Tab 1 and Tab 2 focuses on identifying the methodology your CoC used to conduct a count of sheltered homeless persons. Tab 3 and Tab 4 focuses on identifying the methodology your CoC used to conduct a count of unsheltered homeless persons. Tab 5 asks you to compare your 2015 count against the previous applicable count.

Section	Description
Tab 1: Sheltered Population	Data sources and methodologies utilized to collect information on the total number of persons sleeping in emergency shelters, transitional housing and Safe Havens.
Tab 2: Sheltered Demographics Subpopulations	Data sources and methodologies used by the CoC to collect demographic and subpopulation information about the CoC’s sheltered population.
Tab 3: Unsheltered Population	Data sources and methodologies utilized to collect information on the total number of people sleeping on the streets and places not meant for human habitation.
Tab 4: Unsheltered Demographics and Subpopulations	Data sources and methodologies used by the CoC to collect demographic and subpopulation information about the CoC’s unsheltered population.
Tab 5: Annual Comparison of Data	Identification of increase, decrease, or no change in sheltered and unsheltered count along with explanation of factors impacting results.

### 3.10.a Tab 1 and Tab 2: Sheltered Population, Sheltered Demographics/ Subpopulations

Accuracy of the data reported in the sheltered PIT count is vital. Data reported must be based on actual counts or statistically reliable estimation methods and not on "guesstimates." CoCs may use one or more data sources to gather information and conduct counts of sheltered homeless persons.

#### PIT Counts

Date of PIT Count: 1/28/2015  
Populations in this Count: Sheltered and Unsheltered Count  
[Hide Error Messages](#) [Print Errors](#) [Save](#)

Sheltered Population Total | Sheltered Demographics/Subpopulations | Unsheltered Population Total | Unsheltered Demographics/Subpopulations | Annual Comparison of PIT

**Sheltered Population Total**  
Standards and guidance for selecting a methodology for the sheltered point-in-time count can be found in Chapters 2 and 4 of the [Point-in-Time Count Methodology Guide](#).

1. What data source(s) was used to produce the *total number of people* included in the sheltered population (staying in an emergency shelter, Safe Haven, or transitional housing) on the night of the count? (Check all that apply)

- HMIS Data
- Provider survey(s)
- Provider interview(s)
- Observation
- Other (specify):

#### Question 1 (Sheltered Populations) and 6 (Sheltered Demographics/Subpopulations)

Identify what data source(s) were used to gather information and conduct counts of sheltered persons during the PIT count.

- **HMIS:** The CoC used HMIS to gather information on sheltered homeless persons.
- **Provider Survey(s):** The CoC asked shelter/housing providers to complete standardized forms to gather information for each required reporting category on the sheltered persons residing in their projects.
- **Provider Interviews:** The CoC conducted interviews with shelter/housing providers to gather information for each required reporting category on the sheltered persons residing in their projects.
- **Observation:** Enumerators conducted manual counts of people by observing the number of participants in sheltered locations for each required reporting category.
- **Other:** Please specify.

#### Question 2 (Sheltered Populations) and 7 (Sheltered Demographics/Subpopulations)

Identify whether you collected the required information from all providers and all people or whether a subset was used to collect information.

#### Question 2a (Sheltered Populations) and 7a (Sheltered Demographics/Subpopulations)

If a subset was used, identify the process used to select the subset. Definitions as follows:

- **Providers or sheltered people were selected randomly.** A statistical effort was used to select participating providers randomly (e.g., through a simple random sample, a stratified sample, or a cluster sample).

- **Providers or sheltered people were not selected randomly, but an effort was made to select a sample that “represented” all providers or sheltered people in the CoC.** A statistical approach was *not* used to select the sample, but rather local information was used about the types of providers in the CoC or people who are sheltered to handpick providers or sheltered people that appear to “represent” the larger network of providers or sheltered people in the CoC.
- **Providers or sheltered people were not selected randomly, and the selection was driven by convenience or expediency (e.g., providers that were willing to participate).** A statistical approach was *not* used to select the sample, but rather the selection of providers or sheltered was determined by practical considerations (e.g., providers or people that were willing to participate in the count or had data readily available on the night of the count).
- **Other.** Please specify.

Question 2b (Sheltered Populations) and 7b (Sheltered Demographics/Subpopulations)

Indicate whether the CoC adjusted the information in some way (e.g. statistical adjustment or extrapolation) to account for all shelter providers in the CoC.

Question 3 (Sheltered Populations)

Identify the method(s) used to de-duplicate the count of sheltered populations. Definitions as follows:

- **Comparisons of Personally Identifying Information (PII).** The CoC compared a combination of personally identifying information such as name, date of birth, age and Social Security Number to de-duplicate its records.
- **Comparison of Unique Client Identifiers (not PII).** The CoC used unique identifiers assigned to sheltered homeless persons to de-duplicate its records.
- **Blitz Count of persons in shelter.** The CoC used a “blitz approach” among participating providers in which all participating providers were targeted for the count in a relatively short timeframe (e.g., a few hours on the night of the count). The blitz count assumes that a homeless person can be in one place at one time, and thus the approach minimizes the possibility of duplicate records by conducting the count quickly.
- **Interview/survey question(s) with screening questions.** The CoC asked specific survey question(s) of each participant (e.g., have you already completed a count survey) to de-duplicate its records.
- **No specific approach was used.** The CoC did not attempt to systematically de-duplicate its records.
- **Other.** Please specify.

Question 4 (Sheltered Populations) and 8 (Sheltered Demographics/Subpopulations)

Identify the methods the CoC used to obtain the highest quality data and counts of the sheltered population and subpopulations. Select all methods that apply.

- Reviewed HUD guidance and/or trainings on conducting a PIT count
- Ensured HMIS data was reviewed and complied with data quality standards (e.g., complete and up-to-date project exit data)
- Provided written instructions to providers
- Provided written instructions to interviewers
- Trained providers on the data collection requirements/forms

- Trained interviewers on the data collection requirements/forms
- Pilot tested the data collection forms and process prior to the PIT count
- Reminded/followed-up with providers about the count to maximize participation
- Used survey or statistical experts to support the count
- Compared the counts to other internal data sources and resolved inconsistencies
- Compared the counts to last year's counts and explained the changes

### Question 5

Indicate whether the approach that your CoC used to collecting total number of sheltered people differed from your approach to collecting demographic and subpopulation data about all sheltered people. If you used different methods and procedures answer *Yes* and respond to all the questions in Section 2. If you used the same methods and procedures answer *No* and skip to Section 3.

### 3.10.b Tab 3: Unsheltered Populations

The unsheltered PIT count assists communities and HUD in understanding the characteristics and number of people sleeping in places not meant for human habitation, including the streets, encampments, vehicles, and abandoned buildings. Data reported must be based on actual counts or statistically reliable estimation methods and not on "guesstimates." CoCs may use one or more data source to gather information and conduct counts of unsheltered homeless persons.

Homelessness Data Exchange Now viewing data for AA-102 - Test CoC 2

Home Dashboard HIC PIT AHAR PULSE Messages Reports HDX Admin

Point-in-Time (PIT) PIT Counts Homeless Populations Homeless Subpopulations Youth Populations Veteran Populations Methodology Notes Reporting Status

#### PIT Counts

Date of PIT Count: 1/28/2015  
 Populations in this Count: Sheltered and Unsheltered Count  
[Hide Error Messages](#) [Print Errors](#) [Save](#)

Sheltered Population Total Sheltered Demographics/Subpopulations **Unsheltered Population Total** Unsheltered Demographics/Subpopulations Annual Comparison of PIT

**Unsheltered Population - [View Instructions](#)**

Standards and guidance for selecting a methodology for the unsheltered point-in-time count can be found in Chapters 2 and 5 of the [Point-in-Time Count Methodology Guide](#).

9. What approach was used to count the **total number of people** included in the unsheltered population during the PIT count? (Check all that apply)

- "Night of the count" canvassing (i.e., PIT volunteers canvass entire CoC geography or known locations on the night of the count)
- "Post-night of the count" surveys within 7 days following the PIT count night (e.g., "service-based count" at locations where people who are homeless go for assistance)
- HMIS data from street outreach and/or other providers
- Other (Please Specify):

### Question 9 (Unsheltered Populations)

Indicate the approach the CoC used to count the **total number of people** included in the unsheltered population during the PIT count.

- **Night of the count canvassing:** The CoC canvassed the entire CoC geography or known locations.

- **Post-night of the count surveys:** The CoC conducted interviews with unsheltered persons within 7 days following the PIT count night at locations where people who are homeless go for assistance, such as soup kitchens and drop-in centers.
- **HMIS data:** HMIS data was utilized from street outreach and/or other providers to identify people who were unsheltered on the night of the PIT count.
- **Other:** Please specify.

Question 9a (Unsheltered Populations)

Identify whether the CoC's entire geographic area was canvassed (complete coverage) or if a subset of the areas within the CoC geography were canvassed.

Question 9a1 (Unsheltered Populations)

Indicate whether there were certain areas within your CoC geography specifically excluded because the CoC has reason to believe there were no unsheltered people in those areas.

Question 9a2 (Unsheltered Populations)

If a subset of areas was used, identify the process used to select the areas.

- Areas were selected randomly.
- Areas were not selected randomly, but an effort was made to select a sample of areas that "represented" the larger community.
- Areas were not selected randomly, but an effort was made to use local knowledge to target known locations (e.g., areas with known concentrations of unsheltered homeless people).
- Other – Please specify.

Question 9a3 (Unsheltered Populations)

Identify whether the CoC adjusted the information in some way (e.g., statistical adjustment or extrapolation) to account for areas within the CoC geography that were not canvassed but where unsheltered people might have been on the night of the PIT counts.

Question 9b (Unsheltered Populations)

In areas that were canvassed identify whether you did a count of all unsheltered people or a sample of people.

- All people encountered during the count.
- A sample of people encountered during the count.

Question 9b1 (Unsheltered Populations)

If a sample of people was used, identify the process used to select those people.

- **People were selected randomly.** A statistical effort was used to select people randomly (e.g., through a simple random sample, a stratified sample, or a cluster sample).
- **People were not selected randomly, but an effort was made to select a sample of people that "represented" all unsheltered clients.** A statistical approach was *not* used to select the sample, but rather local information was used about the types of unsheltered people in the CoC to handpick a group of people that appear to "represent" all unsheltered people.
- **People were not selected randomly, and the selection was driven by practicality or expediency (e.g., whoever was available on the night of the PIT count).** A statistical approach was *not* used to select the sample, but rather the selection of people was

determined by practical considerations (e.g., canvassers counted people that were in plain view from the sidewalk and did not try to look into buildings or cars).

- **Other** – Please specify.

#### Question 9b2 (Unsheltered Populations)

Identify whether the CoC adjusted the information in some way (e.g., statistical adjustment or extrapolation) to account for all homeless persons.

#### Question 10 (Unsheltered Populations)

Identify the method(s) used to **de-duplicate the total count of people in the unsheltered populations**. Definitions as follows:

- **Comparisons of Personally Identifying Information (PII)**. The CoC compared a combination of personally identifying information such as name, date of birth, age and Social Security Number to de-duplicate its records.
- **Comparison of Unique Client Identifiers (not PII)**. The CoC used unique identifiers assigned to unsheltered homeless persons to de-duplicate its records.
- **Blitz count of persons in unsheltered locations**. The CoC used a “blitz approach” to count unsheltered people during a relatively short timeframe (e.g., canvassing of different areas occurred at same time to avoid double counting). The blitz count accounts for the fact that people can only be in one place at one time, and thus the approach minimizes the possibility of duplicate records by conducting the count quickly.
- **Interview/survey question(s) with screening questions**. The CoC asked specific survey question(s) of each unsheltered person (e.g., have you already completed a count survey) to de-duplicate its records.
- **No specific approach was used**. The CoC did not attempt to systematically de-duplicate its records.
- **Other**. Please specify.

#### Question 11 (Unsheltered Populations)

Identify the method(s) used to produce an **unduplicated total count of homeless people** across your sheltered and unsheltered populations. Definitions as follows:

- **Comparisons of Personally Identifying Information (PII)**. The CoC compared a combination of personally identifying information such as name, date of birth, age and Social Security Number to de-duplicate its records.
- **Comparison of Unique Client Identifiers (not PII)**. The CoC used unique identifiers assigned to homeless persons to de-duplicate its records.
- **Blitz count of persons in sheltered and unsheltered locations**. The CoC used a “blitz approach” in a relatively short timeframe (e.g., sheltered and unsheltered counts occurred at same time to avoid double counting, such as during a few hours on the night of the count).
- **Interview/survey questions with screening questions**. The CoC asked specific survey question(s) of each participant.
- **No specific approach was used**. The CoC did not attempt to systematically de-duplicate its records.
- **Other**. Please specify.

#### Question 12 (Unsheltered Populations)

Identify the methods the CoC used to work with providers in the community to obtain the highest quality count of the total unsheltered population.. Select all methods that apply.

- Reviewed HUD guidance and/or trainings on conducting an unsheltered count
- Provided written instructions to canvassers
- Trained canvassers on the data collection requirements/forms/process
- Developed maps and/or used Geographic Information System (GIS) tools to support the count
- Pilot tested the data collection process prior to the PIT count
- Reminded/followed-up with canvassers about the count to maximize participation
- Used survey or statistical experts to support the count
- Included formerly homeless people to support the count
- Compared the count to other internal data sources and resolved inconsistencies
- Compared the count to last year’s count and explained the changes

### Question 13 (Unsheltered Populations)

Indicate whether the approach that your CoC used to collect PIT counts of unsheltered populations and subpopulations was different. If your CoC used different methods and procedures answer *Yes* and respond to all the questions in Section 4. If your CoC used the same methods and procedures answer *No* and skip to Section 5.

### 3.10.c Tab 4: Unsheltered Demographics and Subpopulations

### Question 14 (Unsheltered demographic and subpopulations)

Indicate the approach used to collect **demographic and subpopulation** data about unsheltered people included in the unsheltered population during the PIT count. (Select all that apply)

- **Surveys/interviews** of people identified as unsheltered on the night of the PIT count.
- **Surveys/interviews completed at a later date** of people identified as unsheltered on the night of the count.

- **Surveys/interviews of people identified within 7 days** following the night of the PIT count night who may have been unsheltered on the night of the PIT count (e.g., “service-based” surveys at locations where people who are homeless go for assistance)
- **HMIS data** from street outreach and/or other providers
- **Other.** Please specify.

Question 15 (Unsheltered demographic and subpopulations)

Indicate whether all people who were encountered during canvassing on the night of the count, or during post night of the count PIT count activities, were asked to complete a survey/interview.

- All people encountered were surveyed.
- A subset of people was surveyed.

Question 15a (Unsheltered demographic and subpopulations)

If a subset of people was surveyed indicate the method your CoC used to select those people. Select all that apply.

- **People were selected randomly.** A statistical effort was used to select people randomly (e.g., through a simple random sample, a stratified sample, or a cluster sample).
- **People were not selected randomly, but an effort was made to select a sample of people that “represented” all unsheltered clients.** A statistical approach was *not* used to select the sample, but rather local information was used about the types of unsheltered people in the CoC to handpick a group of people that appear to “represent” all unsheltered people.
- **People were not selected randomly, and the selection was driven by practicality or expediency (e.g., whoever was available on the night of the PIT count).** A statistical approach was *not* used to select the sample, but rather the selection of people was determined by practical considerations (e.g., people that were willing to participate in the count or were easily reachable on the night of the count).
- **Other** – Please specify

Question 15b (Unsheltered demographic and subpopulations)

Identify whether the CoC adjusted the information in some way (e.g., statistical adjustment or extrapolation) to account for all homeless persons.

Question 16 (Unsheltered demographic and subpopulations)

Identify the method(s) your CoC used to obtain the highest quality demographic and subpopulation data on unsheltered people included in your unsheltered subpopulations. Check all that apply.

- Reviewed HUD guidance and/or trainings on conducting an unsheltered count
- Provided written instructions to canvassers
- Trained canvassers on the data collection requirements/forms/process
- Pilot tested the data collection process prior to the PIT count
- Used survey or statistical experts to support the count
- Included formerly homeless people to support the count
- Compared the count to other internal data sources and resolved inconsistencies
- Compared the count to last year’s count and explained the changes

### 3.10.d Tab 5: Annual Comparison of PIT Data

Sheltered Population Total	Sheltered Demographics/Subpopulations	Unsheltered Population Total	Unsheltered Demographics/Subpopulations	Annual Comparison of PIT
----------------------------	---------------------------------------	------------------------------	---	--------------------------

**Annual Comparison**

17. When compared to last year, please indicate whether the sheltered and unsheltered count increased, decreased, or stayed the same. Describe the specific factors that may have resulted in the increase, decrease, or no change.

17a. Compared to last year, the 2015 *sheltered* count:

Increased  
 Decreased  
 Did not change

Explain:

asdf

17b. Compared to last year, the 2015 *unsheltered* count:

Increased  
 Decreased  
 Did not change

Explain:

asdf

Save

#### Question 17a (Sheltered Count Comparison)

Compare the total number of sheltered persons counted in 2014 to the total number of sheltered persons counted in 2015. Indicate whether the 2015 sheltered count increased, decreased or did not change. In the narrative box, please describe the specific factors that may have resulted in the increase, decrease, or no change in the number of sheltered persons counted.

#### Question 17b (Unsheltered Count Comparison)

Compare the total number of unsheltered persons counted in 2015 to the total number of unsheltered persons counted during your last unsheltered count. Indicate whether the 2015 unsheltered count increased, decreased, or did not change. In the narrative box, please describe the specific factors that may have resulted in the increase, decrease, or no change in the number of unsheltered persons counted.

### 3.11 PIT Reporting Status Overview

#### Reporting Status for AA-103 - Test CoC 3

Date of Count: 01/28/2014

Current Status	In Progress	<a href="#">Submit Data</a>
Reports	<ul style="list-style-type: none"><li><a href="#">Point-in-Time Summary</a>  </li><li><a href="#">Point-in-Time Methodology</a>  </li></ul>	
Last Update On	3/25/2014	
Last Update By	Tracy D'Alanno	
Submitted On	-	
Submitted By	-	
Validation Errors +	0 Validation Errors	
Validation Warnings +	1 Validation Warning <a href="#">Print</a>	
Messages +	No Messages	

On the PIT Reporting Status tab, you can:

- Submit your 2015 PIT count data (**Note: HIC data must be submitted separately from the HIC Reporting Status page**);
- Access PIT summary report in PDF or Excel Format;
- See when and by whom your PIT count data was last updated;
- See when and by whom your PIT count data was submitted for each year;
- Review validation errors that must be fixed in order to submit data;
- Review validation warnings; and
- Access messages related to your PIT count data.

### 3.12 Addressing Validation Warnings and Errors

The HDX contains validation errors and validation warnings to assist CoCs in identifying and addressing any inconsistencies in their PIT count data. These errors and warnings will appear once data is saved in the HDX, and will be displayed on each sub-tab.

Total Households and Persons	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven <sup>b</sup>		
Total Households	117	124	27	121	389
Total Persons	226	271	32		
Number of Children (under age 18)	70	114			
Number of Persons (18 to 24)	94	67	12		
Number of Persons (over age 24)	62	90	20		

**Validation Warning** X

Total number of sheltered persons counted on the HIC minus persons counted in PSH and RRH (100) should equal total number of sheltered persons counted on the PIT (ES + TH+ Safe Haven) (529)

The validation errors and warnings can also be viewed on the [Reporting Status](#) link. CoCs will not be able to submit their data until all validation errors are addressed. CoCs can submit data with validation warnings; however, an explanation about the warning must be provided in the *Notes* field (explained below).

<b>Current Status</b>	In Progress - Please fix errors to submit <span style="float: right;"><a href="#">Submit Data</a></span>
<b>Reports</b>	<ul style="list-style-type: none"> <li>• <a href="#">Point-in-Time Summary</a> </li> <li>• <a href="#">Point-in-Time Methodology</a> </li> </ul>
<b>Last Update On</b>	3/25/2014
<b>Last Update By</b>	Tracy D'Alanno
<b>Submitted On</b>	-
<b>Submitted By</b>	-
<b>Validation Errors -</b>	<p>2 Validation Errors - Please fix in order to submit data <a href="#">Print</a></p> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Error</b></p> <p>Please complete all fields on all tabs <span style="float: right;"><a href="#">Fix This</a></span></p> <p>There are warnings on this PIT count. Please enter an explanation in the notes-field. <span style="float: right;"><a href="#">Fix This</a></span></p> </div>
<b>Validation Warnings -</b>	<p>2 Validation Warnings <a href="#">Print</a></p> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Error</b></p> <p>Total number of sheltered persons counted on the HIC minus persons counted in PSH and RRH (87) should equal total number of sheltered persons counted on the PIT (ES + TH+ Safe Haven) (90) <span style="float: right;"><a href="#">Fix This</a></span></p> <p>All sheltered homeless subpopulations are zero or empty <span style="float: right;"><a href="#">Fix This</a></span></p> </div>

### 3.13 Entering Explanations/Additional Information on the Data

On the seventh link in the PIT module, Notes, CoCs should enter any information that they think might be relevant to help HUD staff better understand the submitted data. This space should also be used to explain any validation warnings that remain at the time that data are submitted.

Point-in-Time (PIT) [PIT Counts](#) [Homeless Populations](#) [Homeless Subpopulations](#) [Unaccompanied Youth Populations](#) [Veteran Populations](#) [Methodology](#) **Notes** [Reporting Status](#)

#### PIT Counts

Date of PIT Count: 1/28/2015  
Populations in this Count: Sheltered and Unsheltered Count  
[Hide Error Messages](#) [Print Errors](#) [Save](#)

**Notes**  
Please use the Notes section to explain Validation Warning messages that appear. This section may also be used to explain other data that you have entered.

**Validation Error**  
There are warnings on this PIT count. Please enter an explanation in the notes-field.

### 3.14 Submitting the PIT Count Data to HUD

PIT count data **MUST** be submitted to HUD by midnight **Thursday, April 30, 2015**. To submit PIT count data, click on the Reporting Status tab on the gray toolbar within the PIT Module.

HUDA Home Dashboard HIC PIT AHAR PULSE Messages Reports HDX Admin

Point-in-Time (PIT) [PIT Counts](#) [Homeless Populations](#) [Homeless Subpopulations](#) [Veteran Populations](#) [Methodology](#) [Notes](#) **Reporting Status**

If you have any validation errors or unexplained warnings, the *Submit Data* button will be light gray and you will not be able to click it until your errors have been corrected and there are notes to explain the warnings.

#### Reporting Status for AA-102 - Test CoC 2

Date of Count: 01/28/2015

Current Status: In Progress - Please fix errors to submit

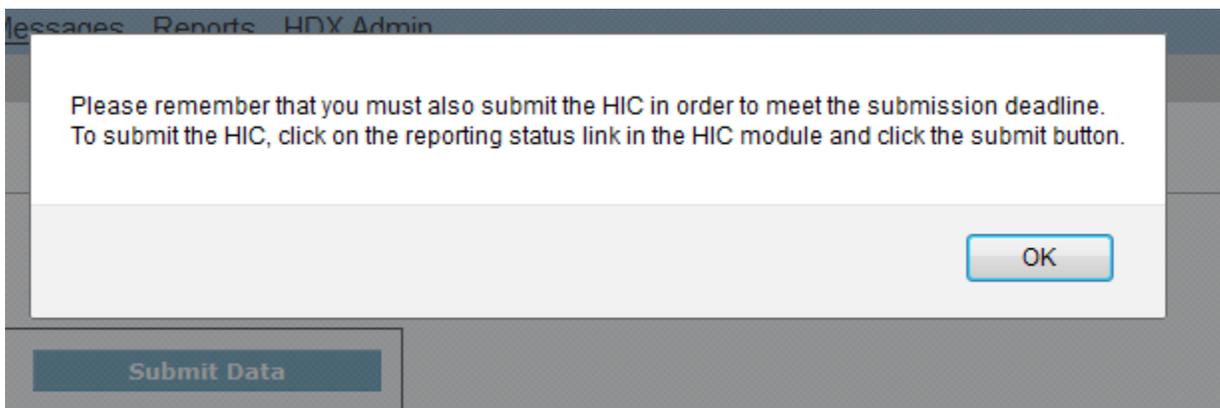
Submit Data

If your PIT count data is error-free, the *Submit Data* button in the top right corner of the table will be blue. Click it to submit your PIT count data to HUD.



Submitting the HIC and the PIT count data in HDX is a **2-PART SUBMISSION** process! CoCs must submit both the data entered into the PIT module and the data entered into the HIC module in the HDX by the submission deadline in order for your submission to be considered complete.

A reminder message will appear when you submit your PIT count data if the HIC data has not yet been submitted.



**REMEMBER: ONLY THE PERSON WITH SUBMIT RIGHTS FOR THE PIT MODULE CAN SUBMIT THE DATA TO HUD. PLEASE MAKE SURE TO REVIEW WHO HAS SUBMIT RIGHTS BEFORE THE DEADLINE, AS EXTENSIONS WILL NOT BE GRANTED FOR PROBLEMS WITH SUBMISSION PRIVILEGES.**