

ART Gallery Report 0630

Sheltered PIT Count

EXECUTIVE SUMMARY:

This report has been created to provide the client and household data needed to complete the sheltered portion of the “Homeless Populations” tab and the “Homeless Subpopulation” tab in the 2012 Annual Point-In-Time module of the HUD HDX. This information relates to clients being served in an Emergency Shelter, Transitional Housing, or Safe Haven Program at the time of the annual homeless count. Clients are identified based on their program enrollment (EE) status; their shelter specific service transactions and their ShelterPoint shelter stays. This report also provides the client and household level detail to assist in documentation and data quality processes.

AUDIENCE:

CoCs which are participating in the HUD PIT count or others needing information concerning data about persons and household which are homeless at a specific point in time.

FREQUENCY:

Homeless Point-In-Time counts are conducted as required by HUD or as determined by the CoC – usually annually, however this report can be also be run between counts to monitor the size and demographics of the sheltered homeless population.

PURPOSE:

The report can be used to extract data from ServicePoint for reporting through the HDX, to monitor data quality related to the PIT count, for data cleaning purposes, for auditing or documenting the PIT count data reported, or to extract homeless client data for analysis.

PREREQUISITES AND WORK FLOW REQUIREMENTS

- ServicePoint version 5.0 or higher
- ART version 3.0 or higher
- Use of a standard HUD Workflow by participating providers.
- Proper recording of Program CoC Code, Program Type Code and Shelter Service Code in the Admin Provider Configurations for each provider in the dataset

INSTRUCTIONS:

The easiest way to start using this report is to navigate to the automapper. This is a folder that has the reports automatically mapped to your site, so that you don't have to map them yourself. You can navigate to the automapper as shown in Diagram 1, below:

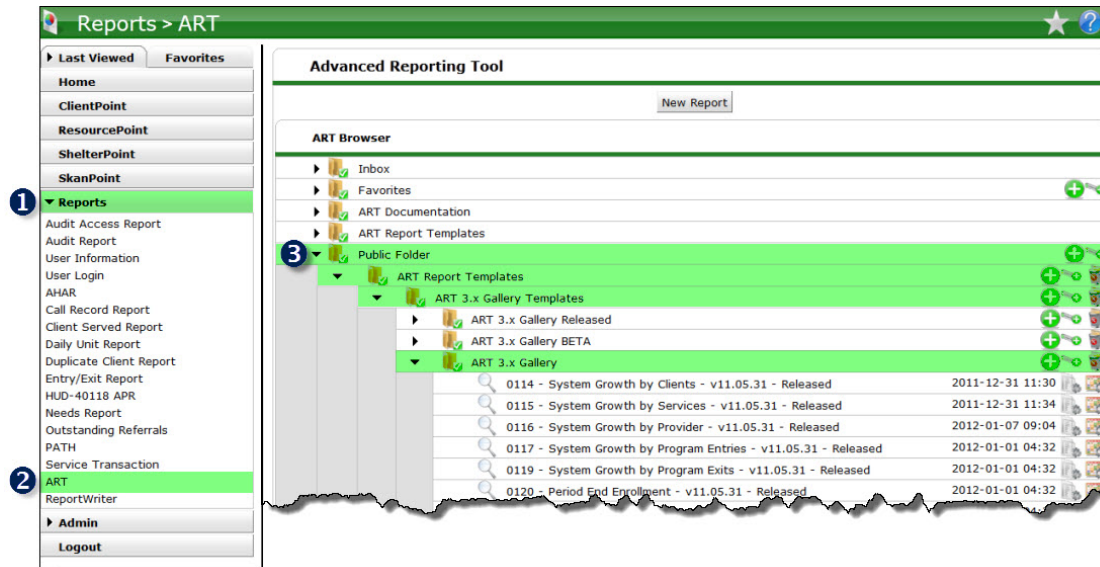


Diagram 1

Requests for additional information concerning the report function/design should be directed to Bowman Systems' Customer Support Specialist (CSS) staff.

Before running the report: Prior to running the report the user must have access to:

- A complete list of the CoC's participating Emergency Shelter, Transitional Housing, and Safe Haven providers.
- Exact date of the PIT Count
- The Proper CoC code for the data set

How to run:

Upon opening the report, the user will be prompted (see Diagram 2) to specify parameters which control the data returned by the report. Once the user has provided these parameters by responding to the user prompts, a green check-mark will appear next to each field to indicate that a selection has been made. The user should then single-click the "Run Query" button to generate the report.

Prompts

Select or type the prompt values for each prompt below.

☒ Enter effective date: **1/26/2011**

☒ Enter PIT Date PLUS 1 Day: **1/26/2011**

☒ Select Provider(s): **1 ABC Shelter for Women and Families(8325);1 EFC Maple Street Trans...**

Refresh List 

Entry Exit Provider Id	Select Provider(s):
1 10th Street Shelter(2055)	1 ABC Shelter for Women and Families(8325)
1 ABC Shelter for Women and Families(8325)	1 EFC Maple Street Transitional Housing Program
1 Care House(7095)	1 EFC Maple Street THP - STABLE(7442)
1 Countywide Electric Company(1251)	1 EFC Maple Street THP - PTO(7444)
1 EFC Ash Street Safe Haven(3663)	
1 EFC Cedar Street ReachOut(7768)	
1 EFC HH Transit for Jobs Program(7842)	
1 EFC Maple Street THP - PTO(7444)	
1 EFC Maple Street THP - STABLE(7442)	
1 EFC Maple Street Transitional Housing Pr...	

Search All Values 

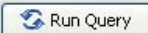
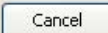
 Run Query
  Cancel

Diagram 2

There are three user prompts connected with this report:

1. **Enter effective date** The user should type in, or select from the calendar, the day immediately following the day of the PIT count. For example, if the reporting quarterly PIT is October 24, 2009, then October 25, 2009 should be entered/selected.
2. **Enter the Pit Date PLUS 1 Day:** The user should type in, or select from the calendar, the day immediately following the day of the PIT count. For example, if the PIT was conducted on October 24, 2009, then October 25, 2009 should be entered/selected.
3. **Select Provider(s):** Click the “refresh list” icon and wait for the left window to refresh. Now select the provider or providers to include, by highlighting them in the left window and moving them into the right window using the right selection arrow.

Important NOTE: All selected providers must be an Emergency Shelter Program, Transitional Housing Program, or Safe Haven Program as indicated by their Program Type Code. Selected Providers with a missing or different Program Type Code will NOT be included in the report results. All selected providers must also have the specified CoC Code. Selected Providers with a missing or conflicting CoC Code will NOT be included in the report results.

How to read: This report contains six data tabs. Each tab is a sub-report containing three sections:

- **Report Header:** The header contains the title of the report and the tab/subreport. When running the report in “modify” view, the report header is only visible in print/page layout mode.
- **Report Footer:** The report footer contains the title of the report, the name of the tab/sub-report, the page number, the version number, and the date/time the report was run /printed. Like the header, the footer is only visible in print mode when the report is run in modify view.
- **Report Body:** The report body is the main section of the report located between the header and the footer where the reports data is displayed in a variety of different chart formats. The data contained in each of the tabs in this report is displayed and described below:

Sheltered PIT Count Homeless Populations PIT Date: 6/9/10			
Point In Time Count of Sheltered Clients			
Persons in Households with at least one Adult and one Child	Sheltered		Total
	Emergency	Transitional	
Number of Households	14	13	27
Number of Persons (Adults and Children)	36	43	79
Persons in Households with Only Children	Sheltered		Total
	Emergency	Transitional	
Number of Households	0	3	3
Number of Persons (Age 17 and Under)	0	5	5
Subtotal households with children	14	16	30
Subtotal persons in households with children	36	48	84
Persons in Households without Children	Sheltered		
	Emergency	Transitional	Safe Haven
Number of Households	27	64	0
Number of Persons (Adults)	28	68	0
Total Households and Persons	Sheltered		
	Emergency	Transitional	Safe Haven
Total Households	41	80	0
Total Persons	64	116	0

Diagram 3

Tab A – Homeless Populations (Diagram 3): This tab contains unduplicated PIT counts of clients and household. Data is broken down by program type is also included and household type according the HUD PIT guidelines. Data is laid out to mirror the HDX data input screen. To be included in the count, providers must be an Emergency Shelter Program, Transitional Housing Program, or a Safe Haven as indicated by their Program Type Code and must also have the specified CoC Code. If a provider has been selected that does NOT meet these conditions, the provider will be shown in the Tab F “Value Selected” section, but will be absent from the Tab F “Providers Reporting Information...” listing. Cells that automatically calculated on the HDX input screen are shown on a gray background, while data required to be transferred to the HDX is shown on a white background.

Sheltered PIT Counts

Homeless Subpopulations

PIT Date: 6/9/10

Point In Time Count of Sheltered Clients

Chronically Homeless and Veteran Subpopulations	Sheltered		Total
(Veteran and Chronically Homeless subpopulation data is required for Sheltered and Unsheltered persons)	Emergency	Safe Haven	
Chronically Homeless Individuals	15	0	15
Chronically Homeless Families (Total Persons in Household)	4		4

	Sheltered	Total
Veterans in emergency shelters, transitional housing and safe havens		
Veterans	12	12

Other Homeless Subpopulations	Sheltered	Total
(Other Homeless subpopulation data is required for sheltered persons and optional for unsheltered persons)		
Veterans in emergency shelters, transitional housing and safe havens		
Severely Mentally Ill	17	17
Chronic Substance Abuse	51	51
Persons with HIV/AIDS	0	0
Victims of Domestic Violence	21	21
Unaccompanied Child (Under 18)	5	5

Diagram 4

Tab B – Homeless Subpopulations (Diagram 4): This tab contains unduplicated Sheltered PIT counts of clients broken down by the various HUD subpopulation categories required to be reported. In the case of chronically homeless individuals a breakdown by program type is also included. Per HUD directive, only adults over the age of 17 are included for the Domestic Violence, HIV/AIDS, Substance Abuse, Mental Illness, and Chronically Homeless Individual categories. The Unaccompanied Youth category contains only individuals under the age of 18, and the Chronically Homeless Family (Persons) contains both adults (18 +) and children (<18). To be included in the count, providers must have an appropriate Program Type Code and the specified CoC Code. If a provider has been selected that does NOT meet these conditions, the provider will be shown in the Tab F “Value Selected” section, but will be absent from the Tab F “Providers Reporting Information...” listing. Again, cells that automatically calculating cells are shown on a gray background, while those requiring transfer are shown on a white background.

Sheltered PIT Count Client Homeless Population Detail

PIT Date: 6/9/10

180 Singles and Persons in Households

Client Uid	Client Unique Id	HH Group	Age	Gender	Start	End	Trans Type	Prog Type
262454	jsm08141949200x283	305998	80	Male	9/5/10	8/20/10	EE	TH
263852	akof11151986a553524	251068	21	Female	3/27/08	n/a	EE	ES
263853	dgum11032006a000524	251068	3	Male	3/27/08	n/a	EE	ES
268833	szu102181962a900x290		48	Female	9/4/08	n/a	Svc	ES
271115	mcum04081979m280x530		31	Male	4/4/08	n/a	EE	TH
271700	atm103201983a535w452	287812	27	Female	8/27/08	n/a	EE	ES
271701	akm1021989a535m260	287812	41	Male	8/27/08	n/a	EE	ES
271702	sp110112004a450x380	287812	5	Female	8/27/08	n/a	EE	ES
272670	scpt08071972a553x230	284754	37	Female	9/4/08	n/a	EE	TH
272680	snfm01181997a540x152	284754	13	Male	9/4/08	n/a	EE	TH
272681	scpt01133000a550x152	284754	10	Female	9/4/08	n/a	EE	TH
272687	scgt02202006a500x152	284754	4	Female	9/4/08	n/a	EE	TH
274264	ccof08171985c345x152		24	Female	6/18/09	n/a	SH	TH
274789	egf110151985e150x110	257005	24	Female	5/23/08	n/a	EE	TH
274772	ncf08252007r150x323	257005	2	Female	5/23/08	n/a	EE	TH
277519	sbif12101949a250x835		63	Female	9/7/08	n/a	Svc	ES
280488	dejm02271982a920x255		28	Male	6/27/08	n/a	Svc	ES
283281	dhpm02131959d130x500		51	Male	10/18/08	n/a	EE	TH
283680	mym05172007m300x230	286068	3	Male	7/31/08	n/a	EE	ES
285069	ghm05291954g600m600		58	Male	8/20/08	n/a	Svc	ES
288190	jxq 0000000j900x000	305701	null	null	8/25/07	n/a	EE	TH
288192	jxx 05082001j500x820	305701	9	null	8/25/07	n/a	EE	TH
288193	jna 0000000j900x000	305701	null	null	8/25/07	n/a	EE	TH
288421	delf10281957d100x415		52	Female	9/5/08	n/a	EE	TH
289047	kgjm02051959k150x400		51	Male	8/29/08	n/a	EE	TH
290098	dcvf03111955d500g125	270358	55	Female	9/15/08	n/a	EE	ES
290097	slm12142001900955	270358	8	Male	9/15/08	n/a	EE	ES
291681	dhgm09161957d543x250	286298	52	Male	5/1/09	n/a	EE	TH
292958	tlm09181988t100j520	273048	23	Male	9/24/08	n/a	EE	ES
293892	ent06051988e300x000		42	Female	5/23/09	n/a	EE	ES
295335	mym05021952m620x512		58	Male	10/28/08	n/a	Svc	ES
298009	am500020800a2zzzzzzz		48	Female	10/9/08	n/a	Svc	ES
298593	modm12051974m240x521		35	Male	9/8/09	n/a	EE	TH
303287	jrcm10161985j160x820		24	Male	1/24/08	n/a	EE	TH
303543	npvm07071996n200x231	290325	10	Male	3/10/09	n/a	EE	TH
303771	atof11221988a553x600		21	Female	6/13/09	n/a	SH	TH
305516	jbum08301998j180x420		43	Male	1/29/08	n/a	Svc	ES
305591	mhm05021952m620x512		58	Male	1/21/08	n/a	EE	ES
308827	jbf08051989j245x120	1581852	23	Female	6/22/09	n/a	SH	ES
308829	jbf04222006j40x120	1581852	4	Female	6/22/09	n/a	SH	ES
308830	jdm02282008j35x524	1581852	2	Male	6/22/09	n/a	SH	ES
309555	gnef10111984g525x412		45	Female	9/8/09	n/a	SH	TH
310541	sqm05231958s310x325		54	Male	1/5/09	n/a	EE	TH
318448	tnaf03051985f420x120	300278	45	Female	5/28/09	n/a	EE	ES
318449	awm03051985a450x120	300278	45	Male	5/28/09	n/a	EE	ES
318450	soam09161982a650x120	300278	47	Male	5/28/09	n/a	EE	ES

Diagram 5

Tab C – Client Detail (Diagram 5): Data on this client detail tab is not transferred to the HDX but rather is provided for reference and data cleaning purposes. This tab displays all clients sorted by Client Uid which are included in the Tab A and Tab B counts along with their pertinent information as recorded in ServicePoint. A red “null” notation indicates missing data. When “na” appears in the End column, it indicates that the client was still actively enrolled at the end of the reporting period. The last two columns indicate whether the client’s inclusion in the PIT count is based on an Entry Exit (E), a Shelter Service Transaction (Svc), or a ShelterPoint Shelter Stay (SH) and the type of program involved; Emergency Shelter (ES), Transitional Housing (TH), or Safe Haven (SH)

Sheltered PIT Count Household Detail

PIT Date: 6/9/10

Group A: 79 Persons in Households with at least one Adult and one Child									
HH Group	Client Id	Client Unique Id	Age	Gender	Start	End	Trans Type	Prog Type	
30278	318451	apm1224198a300d120	11	Male	5/28/09	n/a	EE	ES	
305701	288190	jmq 00000000500e000	null	null	8/25/07	n/a	EE	TH	
305701	288192	jvx 05082001500v820	9	null	8/25/07	n/a	EE	TH	
305701	288193	jra 00000000500e000	null	null	8/25/07	n/a	EE	TH	
1510771	8456	kyj05232003a850a832	8	Female	5/7/09	n/a	SH	TH	
1510771	13051	kzcm1205198a150a832	11	Male	5/7/09	n/a	SH	TH	
1510771	22427	kig08301982a530a832	27	Female	5/7/09	n/a	SH	TH	
1510771	219625	aly08092003a280a832	8	Female	5/7/09	n/a	SH	TH	
1510771	219628	agu10272005a200a850	4	Female	5/7/09	n/a	SH	TH	
1528343	329015	mle11051959a520a260	50	Female	5/19/09	n/a	SH	TH	
1528343	329016	csm00091992a243a200	17	Female	5/19/09	n/a	SH	TH	
1584778	57520	ah000051984a100a520	25	Female	6/11/09	n/a	SH	TH	
1584778	57670	jmm11262001200m832	8	Male	6/11/09	n/a	SH	TH	
1584778	57707	jwm11121999a915m832	10	Male	6/11/09	n/a	SH	TH	
1584778	210184	jgm03232004a050m832	6	Male	6/11/09	n/a	SH	TH	
1584778	214112	jy01252006a500a520	4	Female	6/11/09	n/a	SH	TH	
1575927	334286	mra12171982m000a855	27	Female	6/18/09	n/a	SH	TH	
1575927	334272	der12182007a251p855	2	Female	6/18/09	n/a	SH	TH	
1575927	334274	dcm10102008a852a425	1	Male	6/18/09	n/a	SH	TH	
1577712	319012	agh08291983a420a252	48	Female	6/14/09	n/a	SH	ES	
1577712	319013	nok10282003a320a300	8	Female	6/14/09	n/a	SH	ES	
1581812	189115	nka04041991a500a250	19	Female	6/18/09	n/a	SH	ES	
1581812	189119	kls107202006a500a832	3	Female	6/18/09	n/a	SH	ES	
1581835	226718	kob07311971a400a510	38	Female	6/19/09	n/a	SH	ES	
1581835	226719	zwdm02031998a280a510	14	Male	6/19/09	n/a	SH	ES	
1581842	248393	akm11221995a524a825	14	Female	6/21/09	n/a	SH	ES	
1581842	334872	wkm08161972a500a825	37	Male	6/21/09	n/a	SH	ES	
1581848	320090	smf09281970a140a180	39	Female	6/22/09	n/a	SH	ES	
1581848	320096	wcm12011991a400a180	18	Male	6/22/09	n/a	SH	ES	
1581848	320098	son07281993a550a160	16	Female	6/22/09	n/a	SH	ES	
1581852	308827	jbb08061988a245a120	23	Female	6/22/09	n/a	SH	ES	
1581852	308829	jau04222006a540a120	4	Female	6/22/09	n/a	SH	ES	
1581852	308830	jdcm02282008a835a524	2	Male	6/22/09	n/a	SH	ES	
1582718	335255	kay04281976a500a140	34	Female	6/23/09	n/a	SH	TH	
1582718	335258	zym12102001a280h140	8	Male	6/23/09	n/a	SH	TH	
1582718	335258	anum06021908a850a428	12	Male	6/23/09	n/a	SH	TH	

Group B: 5 Persons in Households with Only Children									
HH Group	Client Id	Client Unique Id	Age	Gender	Entry	Exit	Trans Type	Prog Type	
200325	303543	npm07071999a200a231	10	Male	3/10/09	n/a	EE	TH	
305690	330851	cta 08041908a430a230	11	null	5/16/09	n/a	EE	TH	
305690	330852	ctam1202000a430a230	9	Male	5/16/09	n/a	EE	TH	

Diagram 6

Tab D – Household Detail (Diagram 6): Like Tab C, this tab contains PIT count detail, but is sorted by household rather than by client. The listing is sectioned by household type, with the first column indicating the household grouping as indexed by the Entry Exit or Service Group Id (see tech note # 4). As in Tab C, a red “null” notation indicates missing data and when “na” appears in the End column, it indicates that the client was still actively enrolled at the end of the reporting period. Again, the last two columns indicate whether the client’s inclusion in the PIT count is based on an Entry Exit (E), a Shelter Service Transaction (Svc), or a ShelterPoint Shelter Stay (SH) and the type of program involved; Emergency Shelter (ES), Transitional Housing (TH), or Safe Haven (SH).

Sheltered PIT Count Subpopulation Detail

PIT Date: 6/9/10

Detail for Chronically Homeless Individual and HH Counts							
Client Id	Client Unique Id	Age	CH?	Disab?	Prog Type	HH Group	CH Count Type
72555	smu110031954a250a230	45	Yes	Yes (HUD)	ES	256965	Family Member CH
90318	bapm08311955b50b632	44	Yes	Yes (HUD)	ES		CH Individual
95285	mya112251961m800820	48	Yes	Yes (HUD)	ES		CH Individual
99807	jcam06251975j235a852	34	Yes	Yes (HUD)	ES	1583652	CH Individual
115399	domm08171953d400530	56	Yes	No (HUD)	ES		Not counted
160893	lram041019505500a150	60	Yes	Yes (HUD)	ES		CH Individual
170563	lram08041959800b450	50	Yes	Yes (HUD)	ES		CH Individual
184064	sap06251948a250a534	63	Yes	Yes (HUD)	ES		CH Individual
189115	nka004041991m500j250	19	Yes	No (HUD)	ES	1581812	Not counted
205670	wdrn06031953w420a826	57	Yes	Yes (HUD)	ES		CH Individual
220508	svj06091977a165a165	33	Yes	Yes (HUD)	ES		CH Individual
228248	ldu04081988530j12	24	Yes	Yes (HUD)	ES	254248	Family Member CH
228249	jcam03112007j280a422	3	No	No (HUD)	ES	254248	Family Member Other
243373	bcam08301973b50b620	36	Yes	No (HUD)	ES	1531582	Not counted
253537	ahbm09021980a350a524	29	Yes	Yes (HUD)	ES		CH Individual
261995	boym01211971b553a823	39	Yes	Yes (HUD)	ES		CH Individual
268533	asu02181952a500a250	48	Yes	Yes (HUD)	ES		CH Individual
277519	ablf12101948a250a835	63	Yes	Yes (HUD)	ES		CH Individual
283689	mcam05172007m300a230	3	Yes	No (HUD)	ES	256965	Family Member Other
285969	ghm05291954g600m600	56	Yes	Yes (HUD)	ES		CH Individual
290509	am500209020a222222	48	Yes	Yes (HUD)	ES		CH Individual
305591	mham05021952m620a512	58	Yes	Yes (HUD)	ES		CH Individual

Detail for Veteran Counts					
Client Id	Client Unique Id	Age	Vet	Prog Type	HH Group
43976	jcam03181950j520j552	60	Yes (HUD)	ES	
137098	mcam11301958a530a260	51	Yes (HUD)	TH	
160893	lram041019505500a150	60	Yes (HUD)	ES	
199739	nam12061954a200a120	55	Yes (HUD)	TH	
251237	jcam05131959j200h148	41	Yes (HUD)	TH	305698
262454	jcam08141949j200a263	60	Yes (HUD)	TH	305698
263281	dwpn02131959d130a500	51	Yes (HUD)	TH	
269247	kajm02031959k150a400	51	Yes (HUD)	TH	
291681	dlgm09161957d543j250	52	Yes (HUD)	TH	296296
299593	modm12051974m240a821	35	Yes (HUD)	TH	
310541	sqcm05231955a310a325	54	Yes (HUD)	TH	
329426	wkam05111952w450a851	58	Yes (HUD)	TH	

Diagram 7

Tab E – Subpopulations (Diagram 7): This tab contains a section for each of the seven subpopulations in Tab B. Each section displays the list of clients included in the count of that particular subpopulation. Each list/section includes various pertinent fields and is sorted by Client Uid. Should the client be missing any required data, such null values will be displayed “null” in red font.

Point In Time Subpopulations **Quarterly PIT Data** **Additional Information**

User Prompt Field	Value(s) Selected
Enter Effective Date	6/10/2010
Enter PIT Date PLUS 1 Day:	6/10/2010
Select Providers:	1 ABC Shelter for Women and Families(8325); 1 EFC Maple Street Transitional Housing Program(3334); 1 EFC Maple Street THP - STABLE(7442); 1 EFC Maple Street THP - PTO(7444); Uuw Xvmm Hieeg Jxmujvgkx Rqosrvb(7380); Wdh Vekxsdwj Kjms ol Rvuvlqx - Cerhphc Hivpo(7381)

Providers Reporting Information in this Report	Client PIT Count
1 ABC Shelter for Women and Families(8325)	58
1 EFC Maple Street THP - PTO(7444)	15
1 EFC Maple Street THP - STABLE(7442)	7
1 EFC Maple Street Transitional Housing Program(3334)	38
Uuw Xvmm Hieeg Jxmujvgkx Rqosrvb(7380)	25
Wdh Vekxsdwj Kjms ol Rvuvlqx - Cerhphc Hivpo(7381)	39
Total:	180

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Diagram 8

Tab G – Additional Information (Diagram 8): This tab is provided as a reference to the user running the report and lists the parameters specified in the user prompts, as well as client counts by provider.

TECHNICAL NOTES

- 1) **De-duplication:** This report de-duplicates client counts using ServicePoint's Client Unique Id field. Household counts are de-duplicated using the HH Group number described in tech note 4 below.
- 2) **Inclusion:** In order for a client/household to be included in the PIT count in this report, the client must have been serve on count day as evidenced by one or more of the following:
 - a) An Emergency Shelter, Transitional Housing, or Safe Haven type service transaction by a specified provider with a start date on or before count day and an end date that was after count day or null.
 - b) Enrollment in a specified Emergency Shelter, Transitional Housing, or Safe Haven type program with an entry date on or before count day and an exit date that was after count day or null.
 - c) A ShelterPoint shelter stay by a specified Emergency Shelter or Transitional Housing type program beginning on or before count day and ending after count day (or not ending).
- 3) **Household Type Determination:**
 - a) Only a client's entry/service connected with their PIT count is considered in the determination of household type. (Previous or subsequent entries/services within the quarter are not considered even though they may include a different household makeup.)
 - b) In the event a multi person household is served in separate groups, households are calculated based on group id content. For example consider this single mother with 3 children: Mother receives shelter on count day and is counted as a single. Later in the quarter the mother is joined in the shelter by her children. The mother is still considered a single in the count since her children were not with her at that point in time.
 - c) Household type is determined by the number and ages of clients entering or being served as a household group on count day. (Clients sharing a single entry exit group id or a single service group id). Households in this report are divided into the three distinct types as defined in the HUD literature. These types include:
 1. Households which include both adults and children (aka HUD Family). In this type of household, at least one person in the household must be under the age of 18 on count day, and at least one person in the household must be above the age of 17 on count day.
 2. Households which include children only. This may be an unaccompanied individual under the age of 18 on count day, or multiple household members all of whom must be under the age of 18 on count day.
 3. Households which include adults only. This may be an unaccompanied individual over the age of 17 on count day, or multiple household members all of whom must be over the age of 17 on the day of the count.

- d) In the event that the household type cannot be determined because the age of a household member is unknown (null date of birth value), then the type of household is determined by a set of null-handling instructions provided by HUD to the software vendors producing the report (see Diagram 9 below):

Pulse report null DOB handling:			
#	description of household grouping	examples: A=adult; C=child; ?=null DOB	count as
1	person w/o dob entering alone	(?)	c1 or c2 or c3 based on gender
2	person w/o dob entering w/ 1 or more child(ren) & no adults	(?/C); (?/?/C); (?/C/C); (?/?/C/C);...	a1
3	person w/o dob entering w/ 1 or more adult(s) & no child(ren)	(?/A); (?/?/A); (?/A/A); (?/?/A/A);...	a2
4	person w/o dob entering w/ 1 or more of both adult(s) and child(ren)	(?/A/C); (?/?/A/C); (?/A/A/C); (?/?/A/A/C);...	a3
5	person w/o dob entering w/ 1 or more others w/o dob (no adults and no children)	(?/?); (?/?/?); (?/?/?/?);...	a3
KEY			
A HUD Family			
a1	Adults in Families		
a2	Children in Families		
a3	Missing this Information		
B Children Only			
b1	Unaccompanied Youth		
b2	Child only HH		
b3	Missing this Information		
C Adults Only			
c1	Individual Adult Males		
c2	Individual Adult Females		
c3	Missing this Information		

Diagram 9

- 4) Household Groupings:** The household grouping number displayed in Tabs C, D and E is used for counting households throughout this report. The “HH Group” is an auto generated index number constructed using the Entry Exit Group Id, Service Group Id, Entry Exit Id, or Service Id as described below:
- a) If the client’s count day housing event is a service or a ShelterPoint shelter stay, and the Service Group Id is not null (indicating a shared service) then the Service Group Id number is used as the index number.
 - b) If the client’s count day housing event is a program entry into an Emergency Shelter or Transitional Housing program, and the Entry Exit Group Id is not null (indicating a shared entry) then the Entry Exit Group Id number is used as the index number.
 - c) If the client’s count day housing event is a program entry, and the Entry Exit Group Id connected with that entry is null (indicating a unshared entry) then the Entry Exit Id number is used as the index number.
 - d) If the client’s count day housing event is a housing service or shelter stay and the Service Group Id connected with that entry is null (indicating a unshared entry) then the Service Id number is used as the index number.
- 5) Query Design:** It should be noted that this report uses union type combine queries, in which service and shelter stay events from “query 2” are combined with and folded into the entry exit events from “query 1”, however the results objects from this combine query retain the field labels from

query 1. For example the results object labeled “entry exit entry date” contains both entry dates and service start dates.

- 6) **Hidden columns:** It should be noted that the tables in Tabs C and D each include two hidden columns. These hidden columns contain data which is necessary to the proper functioning of the report and should not be removed. The hidden columns are located on the far right-hand side of the tables and can be accessed in “structure” view.
- 7) **Screen Shots:** It should be noted that screen shots provided in this user manual have been selected from multiple instances of the report to display certain features, or to fit a single page, and do not necessarily correspond to one another. Numbers and totals from one screen shot therefore should not be expected to relate to numbers or totals in another screen shot, since different parameters may have been used in producing the screen shots.
- 8) **Chronically Homeless Individuals:** To be counted as a Chronically Homeless Individual in this report the person must meet 4 criteria:
 - a) A “Yes” answer to the “Is client chronically homeless?” question at the time of the PIT count.
 - b) A recorded DOB indicating that the client was age 18 or older at the time of the PIT count. (Clients with a missing DOB are also considered to be adults for the purpose of chronic homelessness determination)
 - c) A “Yes (HUD)” answer to the “Does the Client Have a disability of long term duration?” question at the time of the PIT count.
 - d) The client must be unaccompanied with regards to their PIT related program enrollment/ shelter stay/shelter service.
- 9) **Chronically Homeless Households:** To be counted as a Chronically Homeless Household in this report the household must contain one or more persons meeting four criteria:
 - a) A “Yes” answer to the “Is client chronically homeless?” question at the time of the PIT count.
 - b) A recorded DOB indicating that the client was age 18 or older at the time of the PIT count. (Clients with a missing DOB are also considered to be adults for the purpose of chronic homelessness determination)
 - c) A “Yes (HUD)” answer to the “Does the Client Have a disability of long term duration?” question at the time of the PIT count.
 - d) The client must share the PIT related program enrollment/ shelter stay/shelter service, with one or more other individuals. (Theses other household members are not subject to these criteria)

Note: Although the new HUD guidance still requires that a client be single/unaccompanied in order to be considered a chronically homeless individual, chronically homeless household members are now also recognized and counted. Implementations that have recently used the single/unaccompanied criteria in determining the answer to the “Chronically Homeless?” yes/no question, may be undercounting chronically homeless households, and may wish to review their

chronically homeless determinations to see that they are consistent with these new guidelines.

10) CH Count Type: In Tab D the first section includes a listing of all client who have a “Yes” answer to the “Chronically Homeless ?” question. The column entitled “CH Count Type” indicates how each of these clients is involved (or not involved) in the counts. The clients fall into four categories:

- **CH Individual:** These clients meet all the criteria described in tech note # 8 and are therefore included in the count as Chronically Homeless Individuals.
- **Family Member CH:** These clients meet all the criteria described in tech note # 9 and are therefore included in the count of persons in a Chronically Homeless Family
- **Family Member Other:** These clients meet do not meet all the criteria described in tech note #9 but share a program entry/shelter service/shelter stay with someone who does, and are therefore included in the count of persons in a Chronically Homeless Family
- **Not counted:** These clients have a yes answer to the a “yes” answer to the “Chronically Homeless ?” question, but do not meet one or more of the other criteria described in tech note 8/9 and are therefore not counted in any of the chronically homeless categories.

REPORT MODIFICATION

Because this report is based on HUD established reporting instructions, modification is generally not recommended, especially with regards to the queries, variables, and formulas that impact the HDX data.

MAPPING OBJECTS

UNIVERSE: template_u

template_provider_u

This report is mapped to the client universe (template_u) and provider universe (template_provider_u) and should be copied to your Public or Favorite folder then mapped to the equivalent event universes for your site (ex. *yoursite_u*).

Mapping for the client universe can be done from the first query PIT.

Mapping for the provider universe can be done from the second query Beds.

QUERY NAME	FIELD NAME	LOCATION/TYPE/USE
PIT	Client Uid	Location: Clients Type: System Field Use: Result Object
	Client Unique Id	Location: Clients Type: System Field Use: Result Object
	Age (Calculated)	Location: Clients / Assessments / Additional Profile Information(21) Type: Assessment Question Use: Result Object
	Gender(894)	Location: Clients / Assessments / Additional Profile Information(21) Type: Assessment Question Use: Result Object
	Entry Exit Uid	Location: Clients / Entry Exit (Outer) Type: System Field Use: Result Object
	Entry Exit Entry Date	Location: Clients / Entry Exit (Outer) Type: System Field Use: Result Object
	Entry Exit Exit Date	Location: Clients / Entry Exit (Outer) Type: System Field Use: Result Object
	Entry Exit Group Id	Location: Clients / Entry Exit (Outer) Type: System Field Use: Result Object
	Entry Exit Provider Id	Location: Clients / Entry Exit (Outer) Type: System Field Use: Result Object
	Entry Exit Provider COC Code	Location: Clients / Entry Exit (Outer) / Entry Exit Provider Id Type: System Field Use: Result Object
	Entry Exit Provider Program Type Code	Location: Clients / Entry Exit (Outer) / Entry Exit Provider Id Type: System Field Use: Result Object
	Client Inactive	Location: Clients Type: System Field Use: Query Filter

PIT	Entry Exit Inactive	Location: Clients / Entry Exit (Outer) / Entry Exit Provider Id Type: System Field Use: Query Filter
	Service Uid	Location: Clients / Services (Outer) Type: System Field Use: Result Object
	Service Provide Start Date	Location: Clients / Services (Outer) Type: System Field Use: Result Object
	Service Provide End Date	Location: Clients / Services (Outer) Type: System Field Use: Result Object
	Service Group Id	Location: Clients / Services (Outer) Type: System Field Use: Result Object
	Service Provide Provider	Location: Clients / Services (Outer) Type: System Field Use: Result Object
	Service Provide Provider COC Code	Location: Clients / Services (Outer) / Service Provide Provider Type: System Field Use: Result Object
	Service Provide Provider Program Type Code	Location: Clients / Services (Outer) / Service Provide Provider Type: System Field Use: Result Object
	Service Inactive	Location: Clients / Services (Outer) Type: System Field Use: Query Filter
	Service Shelter Item	Location: Clients / Services (Outer) Type: System Field Use: Query Filter
	Service Code Description	Location: Clients / Services (Outer) Type: System Field Use: Query Filter

QUERY NAME	FIELD NAME	LOCATION/TYPE/USE
Beds	Providers Provider Merge Id	Location: Providers Type: System Field Use: Result Object
	Providers COC Code	Location: Providers Type: System Field Use: Result Object
	Bedlist Inventory Uid	Location: Bedlist Inventory Type: System Field Use: Result Object
	Bedlist Inventory Name	Location: Bedlist Inventory Type: System Field Use: Result Object
	Bedlist Inventory HMIS Participating Beds	Location: Bedlist Inventory Type: System Field Use: Result Object
	Bedlist Inventory HMIS Participating Start Date	Location: Bedlist Inventory Type: System Field Use: Result Object
	Bedlist Inventory HMIS Participating End Date	Location: Bedlist Inventory Type: System Field Use: Result Object
	Bedlist Inventory Bed Type	Location: Bedlist Inventory Type: System Field Use: Result Object
	Bedlist Inventory Availability	Location: Bedlist Inventory Type: System Field Use: Result Object
	Bedlist Inventory Bed Inventory	Location: Bedlist Inventory Type: System Field Use: Result Object
	Providers Program Type Code	Location: Providers Type: System Field Use: Result Object
	Bedlist Inventory Household Type	Location: Bedlist Inventory Type: System Field Use: Result Object
	Bedlist Inventory Target Population B	Location: Bedlist Inventory Type: System Field Use: Result Object
	Bedlist Inventory Start Date	Location: Bedlist Inventory Type: System Field Use: Result Object
	Bedlist Inventory End Date	Location: Bedlist Inventory Type: System Field Use: Result Object
	Providers Inactive	Location: Providers Type: System Field Use: Query Filters
	Bedlist Inventory Inactive	Location: Bedlist Inventory Type: System Field Use: Query Filters

QUERY NAME	FIELD NAME	LOCATION/TYPE/USE
Providers	Providers Provider Merge Id	Location: Providers Type: System Field Use: Result Object
	Providers COC Code	Location: Providers Type: System Field Use: Result Object
	Providers Program Type Code	Location: Providers Type: System Field Use: Result Object
	Providers Inactive	Location: Providers Type: System Field Use: Query Filters
	Providers Date Added	Location: Providers Type: System Field Use: Query Filters

#0630 Revision History

Version	Description of Changes
V11.04.13	Original version –BETA
V11.06.28	Revision BETA: - corrects a customer reported product defect related to counting of substance abuse clients on Tab B - adds an input control filter to Tab B for sorting filtering by program type
V3	Revision: - Update instructions to show automapper. - Correct error that eliminated disabilities that occurred before but on the same day of the transaction. - Include “Homeless Shelter” service code in PIT and Disab queries. - Remove “Safe Haven” cells from the “Persons in Households with Only Children” section.