



NH-HMIS User Guide to Running the PIT (0630) in the Advanced Reporting Tool (ART)

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This User Guide provides information about:

- An overview of the Advanced Reporting Tool (ART)
- Accessing and running the PIT report

Overview of the Advanced Reporting Tool (ART)

The Advanced Reporting Tool (ART) is part of Bowman System's ServicePoint 5 that allows Agencies to query data and create standard or customized reports for analysis that can help you assess the functionality and effectiveness of your respective Agencies. ART is also the tool used for creating funding and state requirement reports.

It is important to note that a copy of your live ServicePoint data is overwritten onto the ART servers once per day on a daily basis. This transfer is done at 12am. ART report results are always one day behind any changes you make in ServicePoint. So if you ran a report today, any changes you did today in ServicePoint would **NOT** show in the PIT report!



Data in today's reports will always be from yesterday's data.

Prerequisites

Before running this report, you will need to make sure you are running ServicePoint version 5.X and ART version 3.

Install Java – You will need to have Java version 6, update 45 (or earlier) installed on your computer to be able to run ART. Java is a very common freeware program and many computers will already have it installed, but the Java software can be downloaded for free from java.com if necessary. If you are unable to access ART, you will likely need to go back and install Java first.



Make sure you are using Java version 6, update 45 (or earlier). Do NOT update to Java 7, as this version does not work with ART!

Web Browser – Reports will not work correctly with Internet Explorer 11. If possible, use Chrome or Mozilla Firefox as your browser.

Acquire an ART license – In order to use ART and run reports, you must be assigned a Reporting License by HMIS before you can log into the reporting tool. After you log into ServicePoint, you will see "ART: Connected" in the upper right corner of the screen if you are connected to ART. If you cannot access ART, to acquire an ART license, either:

- open a Ticket using the HMIS Ticket system from the tab at the top of the NH-HMIS website www.nh-hmis.org or at <http://support.nh-hmis.org>, OR

- email the HMIS Help Desk at hmishelpdesk@nh-hmis.org

Read the documentation – Before trying to run your first report, you should read Bowman System’s *ART Viewer License Guide (SP5)* document that provides information about accessing, navigating, running, scheduling, saving, and printing reports. This document can be viewed from the NH-HMIS website at <http://nh-hmis.org/content/hmis-report-training>.

Accessing the PIT (0630) Report

The PIT report provides the client and household data needed to complete the sheltered and unsheltered portion of the Annual Point-In-Time (PIT) module of the HUD HDX for the following populations:

- Homeless Populations - All Households
- Homeless Populations - Veteran Households
- Homeless Subpopulations
- Disability Detail

This information relates to clients being served in an Emergency Shelter, Transitional Housing, and Safe Haven Projects, or in a place not meant for human habitation at the time of the annual homeless count. Clients are identified based on their project enrollment (EE) status, their shelter-specific service transactions, their ShelterPoint shelter stays, or their unmet needs.

To access the PIT report:

1. If you do not already have an active ServicePoint 5 ART license, open a Ticket or email the NH-HMIS Help Desk at hmishelpdesk@nh-hmis.org to acquire an ART license.
2. Open a browser and browse to the NH-HMIS website www.nh-hmis.org.
3. Click the tab “Login to ServicePoint.”
4. From the ServicePoint home page, log in with your Agency Administrator username and password.
5. Click on “ART: Connected” in the top right-hand corner of the screen to access ART. Alternatively, you can click on the arrow next to the Reports module on the left-hand side of the screen.
6. Click “ART” in the list of Reports to open the ART browser window.

Figure 1 shows the ART folders and the location of the PIT report and User Manual.

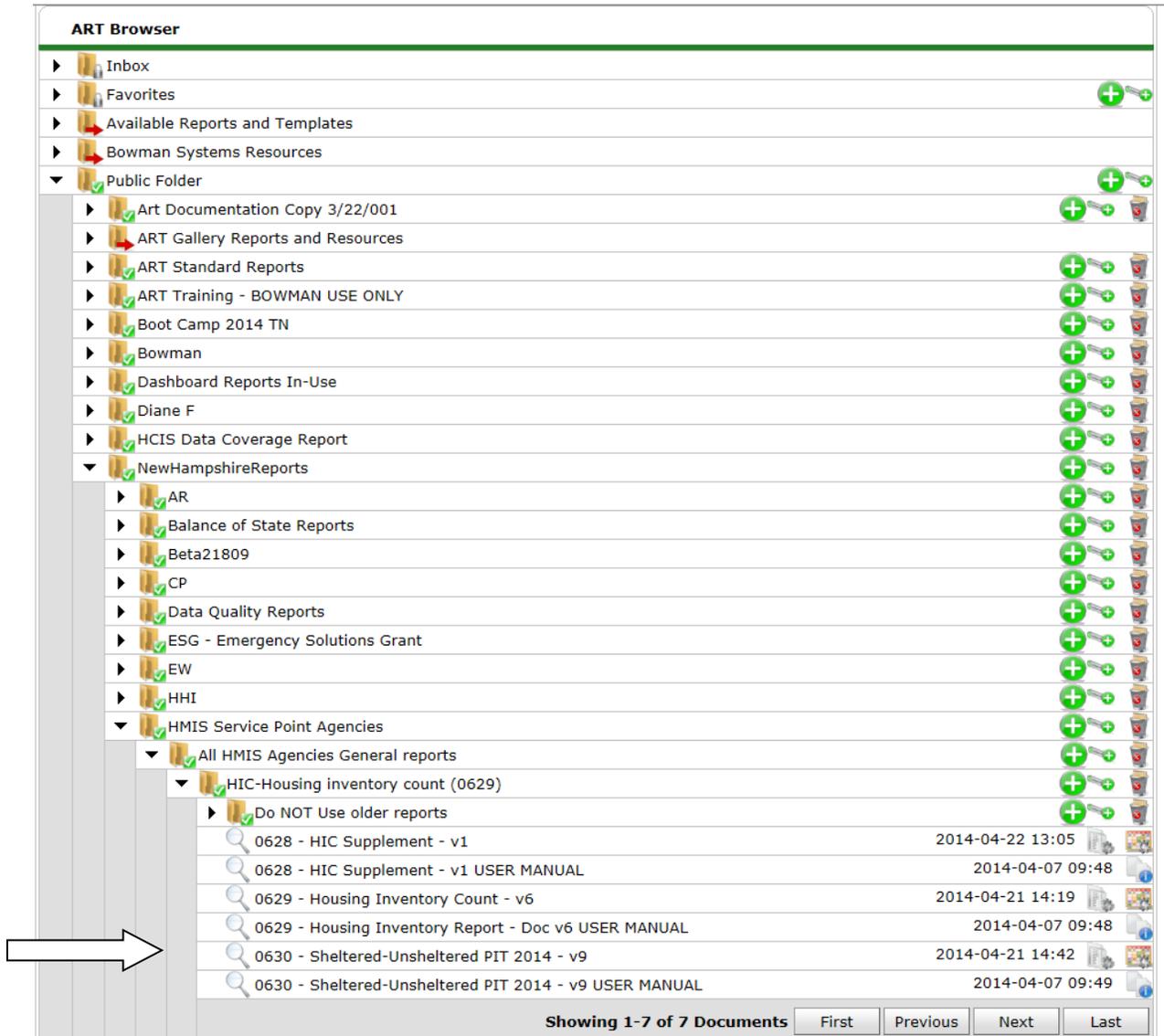


Figure 1: ART Directories and Folders to Access the PIT Report

7. Click on the triangle to the left of “Public Folder” to expand the Public reports.
8. Click on the triangle to the left of “NewHampshireReports.”
9. Click on the triangle to the left of “HMIS Service Point Agencies.”
10. Click on the triangle to the left of “All HMIS Agencies General reports.”
11. Click on the triangle to the left of “HIC – Housing Inventory Count (0629).”

Running the PIT (0630) Report

Before running the PIT, you should read the HUD Guide titled *2014 Housing Inventory Count and Point-in-Time of Homeless Persons: Data Submission Guidance* that provides information about what data needs to be submitted in order to successfully complete the HIC and PIT count. See the website <https://www.onecpd.info/resources/documents/2014-HIC-and-PIT-Data-Submission-Guidance.pdf> to view this document.

To enter values and run the PIT report:

1. Follow the steps in section *Accessing the PIT (0630) Report* to navigate to the HIC folder in ART.
2. Click on the magnifying glass to the left of “0630 – Sheltered-Unsheltered PIT” (see Figure 1).
3. Click on the Edit Report button.

NOTE: Currently there are some issues with opening reports with Java version 7. If a display box similar to the following displays, choose “No.” Do NOT install the Java WebApplet!



Or, if a message similar to the following displays, click the “Run this time” button at the top of the screen to allow running an older version of Java.



4. After a few seconds, a prompt box displays that allows you to choose the criteria of your report, see Figure 2.

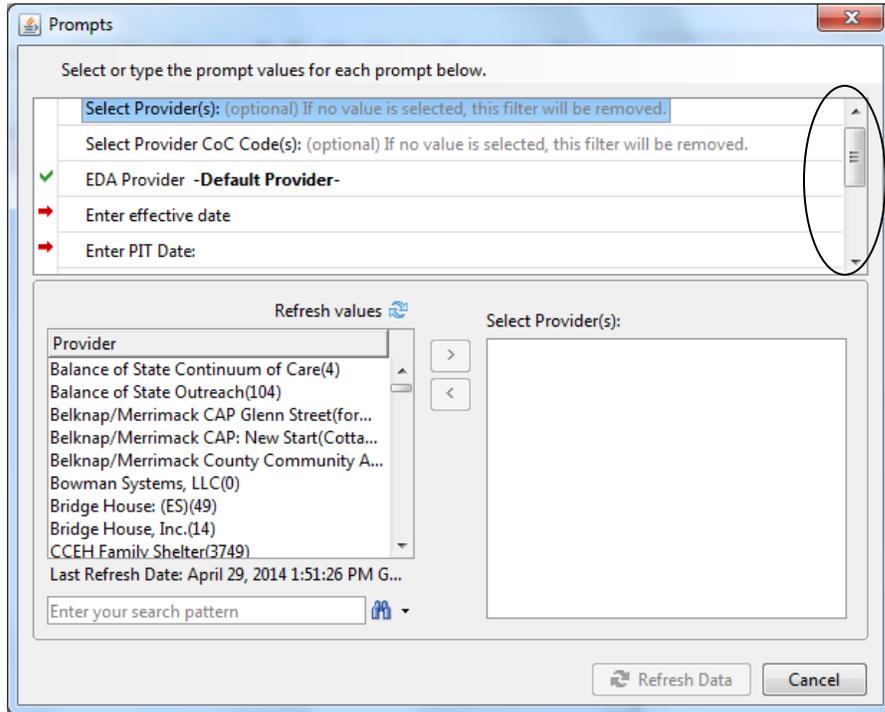


Figure 2a: PIT Prompt Box (first page)

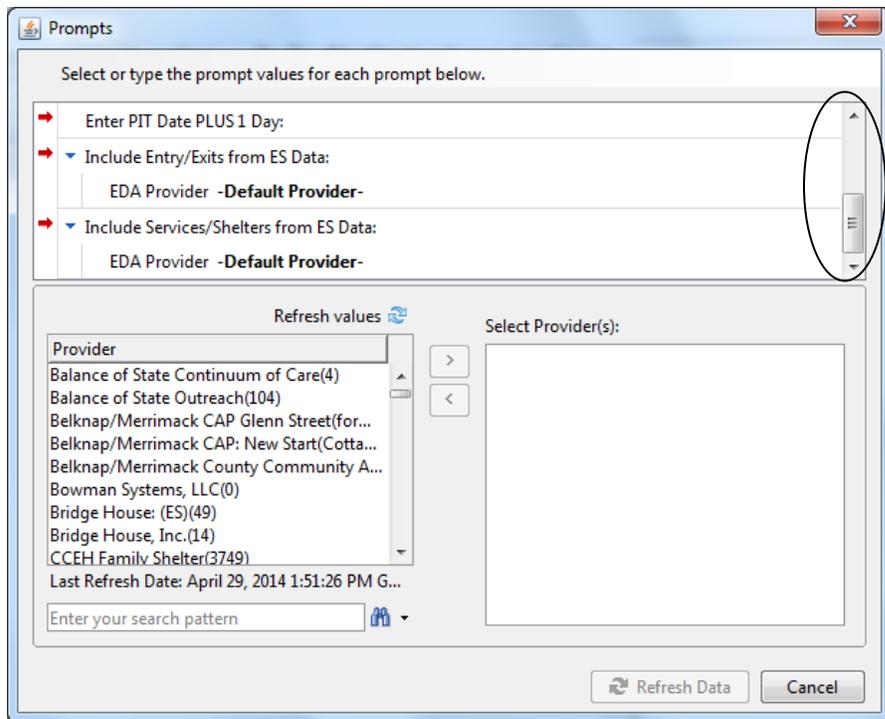


Figure 2b: PIT Prompt Box (second page)

5. Click on each prompt to highlight it in blue and to view its possible values. Use the scroll bar at the right margin (shown in Figure 2) to scroll up/down the questions. Highlight the following prompt values and complete the query as follows:
 - a. **Select Provider(s):** If no values display, click on the Refresh Values button. Select the Provider(s) from the list in the left window to highlight in blue. Hold down the CTRL key to select multiple Providers. Click the right arrow (>) to move the name(s) of the Provider(s) to the Select Provider(s) window on the right.



All selected providers must be an Emergency Shelter Project, Transitional Housing Project, or Safe Haven Project as indicated by their Project Type Code on the HUD Standards tab in the Admin Section. Selected Providers with a missing or different Project 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. Unsheltered clients will only be included if a proper unmet need is recorded.

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

In 2014, HUD requires only a sheltered count of homeless clients for entry into the HDX but recommends that communities do a complete count.

- b. **Select Provider CoC Code(s):** Skip. Leave set at “No Selected Value.” If there are already codes selected, use the left arrow (<) to send the choice back to the CoC Codes list. You do not want any values in the box on the right.
- c. **EDA Provider:** Select the EDA provider to run the report as, or leave it at the "Default Provider" if the default has the appropriate security level.
- d. **Enter Effective Date:** Type or select from the calendar the day immediately following the PIT count. For example, if the PIT was conducted on January 28, 2014, then January 29, 2014 should be entered/selected.
- e. **Enter PIT Date:** Type or select from the calendar, the day of the PIT count.
- f. **Enter PIT Date PLUS 1 Day:** 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 January 28, 2014, then January 29, 2014 should be entered/selected.
- g. **Include Entry/Exits from ES Data:** Select “Yes” to include Entry/Exit data in the count. A “No” value will not include any Entry/Exit data for Emergency Shelter (ES).
- h. **Include Services/Shelter from ES Data:** Select “Yes” to include Services/Shelter (BH-1800 and related) in the count. A “No” value will not include Services/Shelter data for Emergency Shelter (ES).
- i. **EDA Provider:** Select the EDA provider to run the report as, or leave it at the "Default Provider" if the default has the appropriate security level.

- When all the prompts have been answered, click the Run Query or Refresh Data button at the bottom of the window to view your results. If a message displays, click the OK button to view your report.
- If you get an error message, you will need to make changes in your data. Make any corrections and run the report again as shown in step 12.
- Save the report to your computer by clicking the Document icon in the top left-hand corner of the report.



- Click "Save report to my computer as" and select PDF format. PDF is the format that Bowman Systems recommends for saving reports.
- Wait for the "File Download" dialog box to appear.
TIP: *If the "File Download" dialog box fails to display, this is most likely due to a pop-up blocker. You can temporarily disable your pop-up blocker by holding down the control (Ctrl) key. Repeat steps 1-3 while holding down the "Ctrl" key, and it should work.*
- Now you have a choice as whether to "open" the document and (and then print it) or to "save" the document to your computer under a name and location that you specify.
- To rerun the query using different Providers or start/end dates, click the Refresh All button at the top of the screen and choose different answers for the prompts.

Viewing the PIT User Manual

A User Manual for the report is located in the same directory as the PIT report. The User Manual provides more details to help answer questions about this report and explains all of the prompts, tabs, columns, and tables in the report.

To view the User Manual:

- Click on the magnifying glass to the left of the User Manual (see Figure 3).
- Click the Download button to open or save the User Manual.

ART Browser

- ▶ Inbox
- ▶ Favorites
- ▶ Available Reports and Templates
- ▶ Bowman Systems Resources
- ▼ Public Folder
 - ▶ Art Documentation Copy 3/22/001
 - ▶ ART Gallery Reports and Resources
 - ▶ ART Standard Reports
 - ▶ ART Training - BOWMAN USE ONLY
 - ▶ Boot Camp 2014 TN
 - ▶ Bowman
 - ▶ Dashboard Reports In-Use
 - ▶ Diane F
 - ▶ HCIS Data Coverage Report
 - ▼ NewHampshireReports
 - ▶ AR
 - ▶ Balance of State Reports
 - ▶ Beta21809
 - ▶ CP
 - ▶ Data Quality Reports
 - ▶ ESG - Emergency Solutions Grant
 - ▶ EW
 - ▶ HHI
 - ▼ HMIS Service Point Agencies
 - ▼ All HMIS Agencies General reports
 - ▼ HIC-Housing inventory count (0629)
 - ▶ Do NOT Use older reports
 - 0628 - HIC Supplement - v1 2014-04-22 13:05
 - 0628 - HIC Supplement - v1 USER MANUAL 2014-04-07 09:48
 - 0629 - Housing Inventory Count - v6 2014-04-21 14:19
 - 0629 - Housing Inventory Report - Doc v6 USER MANUAL 2014-04-07 09:48
 - 0630 - Sheltered-Unsheltered PIT 2014 - v9 2014-04-21 14:42
 - 0630 - Sheltered-Unsheltered PIT 2014 - v9 USER MANUAL 2014-04-07 09:49

Showing 1-7 of 7 Documents First Previous Next Last

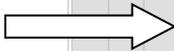


Figure 3: ART Directories and Folders to Access the PIT User Manual