# Point-In-Time Report SP5.12

The DuPage Continuum of Care Point-in-time (PIT) reporting is completed for all Emergency Shelter, Transitional Housing, Rapid Re-Housing (where a move-in date is present), and Permanent Supportive Housing residential homeless systems providers located within DuPage County regardless of funding source. Additional information regarding the PIT or Housing Inventory Chart can be located at www.hudexchange.info.

Running the Report

Locate the Point-in-time (PIT) and Housing Inventory Chart (HIC) reports in the 02-DuPage folder in ART. Run the appropriate report according to project type.
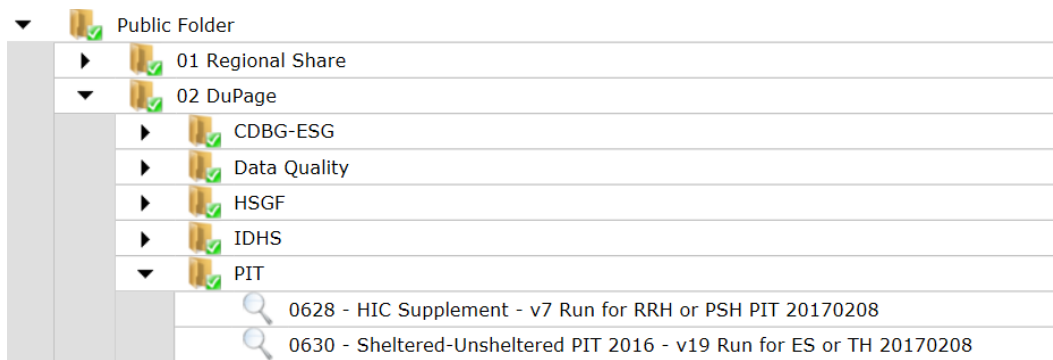
Emergency Shelters and Transitional Housing Projects

- ART Report 0630- Sheltered-Unsheltered PIT 2016 v19
- Prompts

Rapid Re-Housing and Permanent Supportive Housing Projects

- ART Report 0628 – HIC Supplement – v7
- Prompts

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Review

- Download the report: Document → Save to my computer as → Excel

- Review each report tab for data accuracy and completeness

- Consider the following
  - o Are there client counts reporting in a household type that this project doesn't serve?
  - o Do the number of people served on this night exceed the bed capacity for your program?
  - o Is there missing data?
  - o Is there 1 person marked 'Self' for Head of Household Relationship per household grouping, and only 1 person?
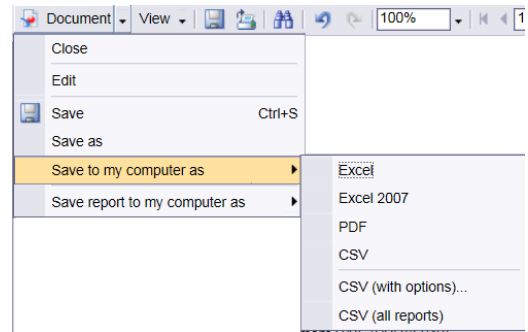
Corrections

- Do not attempt to change the data in the report
- Data corrections must be completed in HMIS
  - o Missing or inaccurate assessment data should be updated at the time of the client's program Entry, reflecting what was assessed at that time. Don't forget to update household members' assessments too!
  - o Exit clients who are no longer active in a program as of the last date of service.
  - o Ensure households have program entries and service transactions together where appropriate.
  - o Remove any duplicate program entries or services
  - o Contact the DuPage HMIS Help Desk for support as needed, HMIS@dupageco.org

Submission

- Re-run the specified report as referenced above, 'Running the Report'
- Download the report: Document → Save to my computer as → Excel
- Email the final verified report(s) for each project to HMIS@dupageco.org by 2/23/2017