

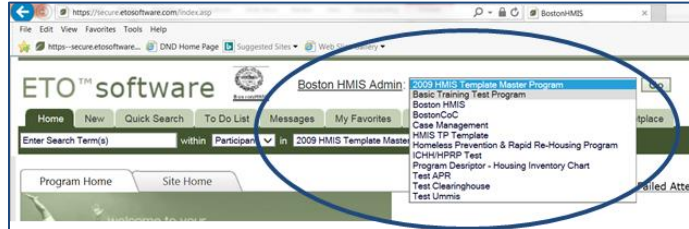


Glossary

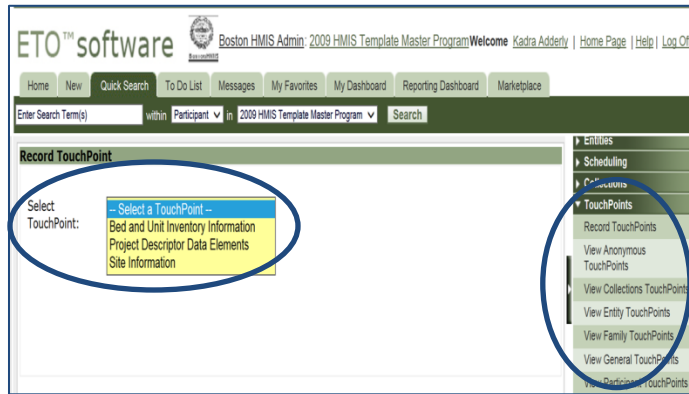
- Continuum of Care (CoC) is a community within a specific geocode that is designed to prevent and end homelessness
- General Touchpoints:
 - *Bed and Inventory is the total number of beds and/or units in your program; start and end date should match the dates in the program descriptor touchpoint
 - *Project Descriptor Data Elements are the required project level elements such as program type, program start and end date, CoC code (MA 500), etc.
 - *Site Information is the physical location of the project
- Point Time Count (PIT) is a count of sheltered and unsheltered homeless persons on a single night in January required by HUD
- Housing Inventory Chart (HIC) is the bed and unit capacity of the CoC

This is a step-by-step guide on how to clean, run and submit HMIS data for the 2017 Point in Time Count.

- Log into Site then select a program:



- Complete All General Touchpoints (Bed and Inventory, Project Descriptor and Site):



- Import Information:** Make sure all questions are completed for all general touchpoints. Things to note regarding units and beds - individual beds and units should match. However, family units are the number of “rooms” available and the beds are the number of people in those rooms. The inventory start and end dates should match the dates in the Project Descriptor touchpoint. Answer N/A for questions that do not apply in the Project Descriptor touchpoint. The CoC code for Boston is MA-500. Make sure start and end dates correspond with the projects funding timeline. If there is no timeline, use calendar year. All Emergency Shelter project **must** complete the Tracking Method, otherwise your data will not be accurate. The physical location of the project is recorded the Site Touchpoint unless the project includes scattered sites. The Geocode for Boston is 250282.

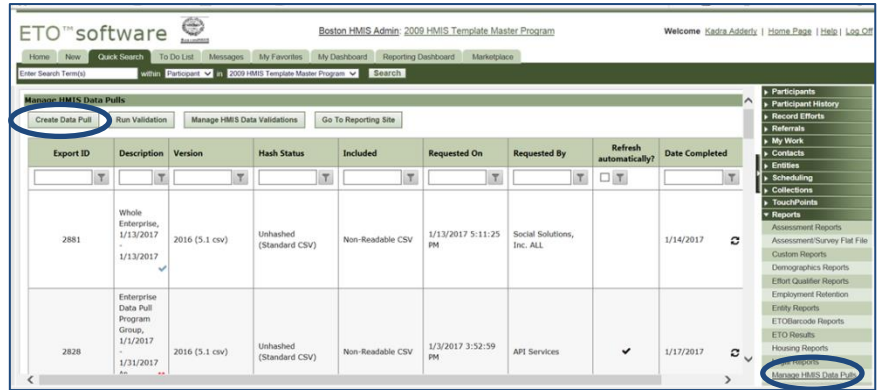


Glossary

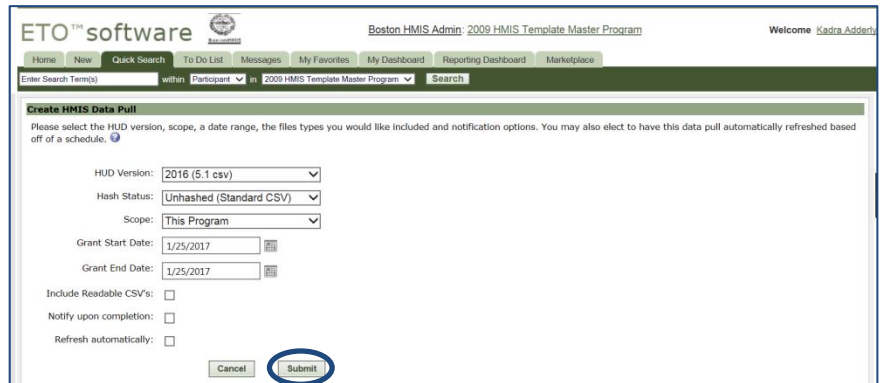
- An HMIS data pull is a collection of CSV files that consist of assessments with client information.

How to run HMIS Data Pulls in ETO...

- Select **Manage HMIS Data Pulls** under the **Reports** tab then begin the process of creating a new data pull by selecting **Create Data Pull**



- Enter the CSV file format, scope and date then select **Submit** to run the report



- Important Information:** Please note that the next steps has changed. The new reporting site is homelessdata.com. Both the HIC and PIT reports are generated through this site, and you will be able to download the PDF version to submit to us.

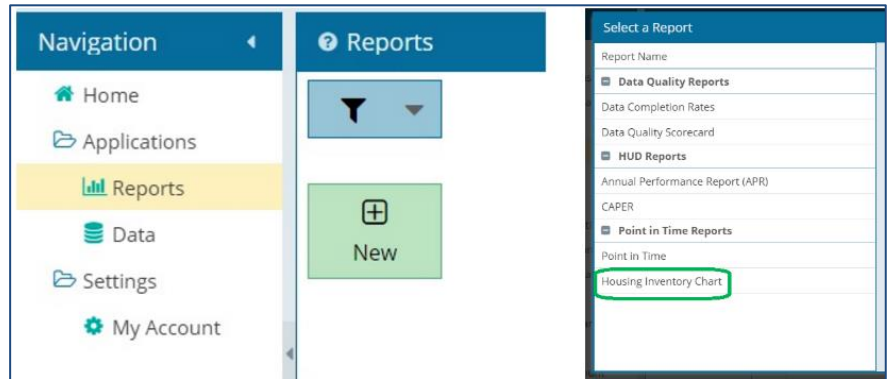


Tips

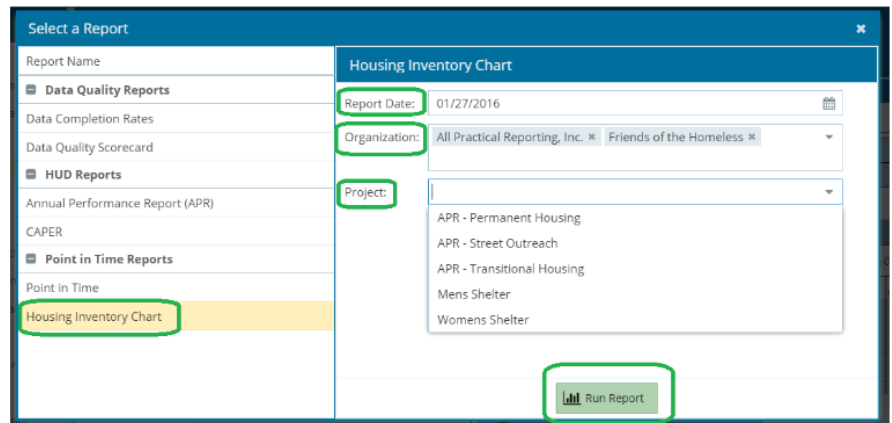
- For more guidance on how to navigate homelessdata.com, please click [here](#).
- Login credentials are created by your system administrator (Boston, DHCD, etc).
- If you run a HIC report and it generates all zeros that means the information entered in the General Touchpoints is incorrect. Click [here](#) for additional information on how to answer these questions.

How to navigate homelessdata.com...

- How do I run a Housing Inventory Chart report in HomelessData.com?
 - * After you log into homelessdata, select **Reports** then click **New** to generate the report. The **Housing Inventory Report** is the last option under the **Select a Report** feature.



- * The next screen will allow you to define the criteria of the HIC report. Choose date of Point in Time Count (**January 25, 2017**), select organization and project, then click **Run Report**.



- * Please see Sample HIC Report on the Next Page.



Sample Housing Inventory Chart (HIC) Generated Through HomelessData

Housing Inventory Chart

SimtechSolutions,inc.

CoC Name: MA-500 Boston
Ran By: Kadra Adderly

Import File Name: Export ID 2852 2017-01-12
Data Uploaded On: 01/12/2017

Emergency Shelter (ES) Housing Inventory Available on or before Jan 10, 2017

Provider Name	Facility Name	Target Population		Year-Round Beds							Seasonal Beds		Overflow Beds		Total Beds	Total Beds in HMIS	Total Persons
		A	B	Family Units	All Beds			Beds in HMIS			Beds	HMIS Beds	Beds	HMIS Beds			
					Family	Ind	Total	Ind	Family	Total							
		-	-	0	0	120	120	300	0	300	0	0	0	0	120	300	121
Subtotals				0	0	120	120	300	0	300	0	0	0	0	120	300	121

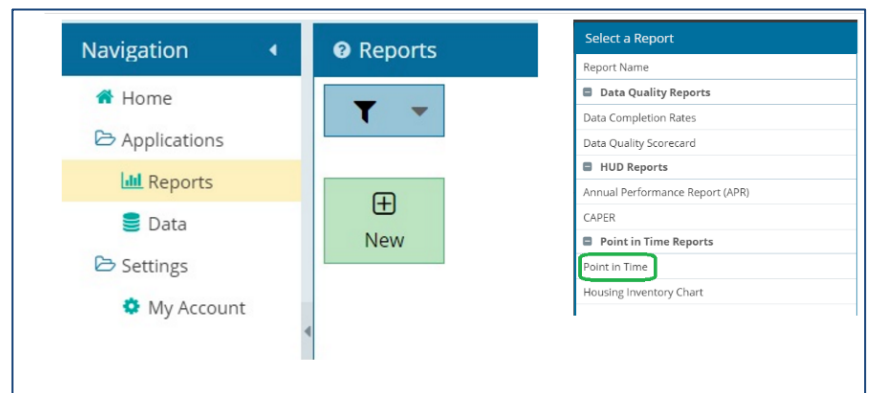


Tips

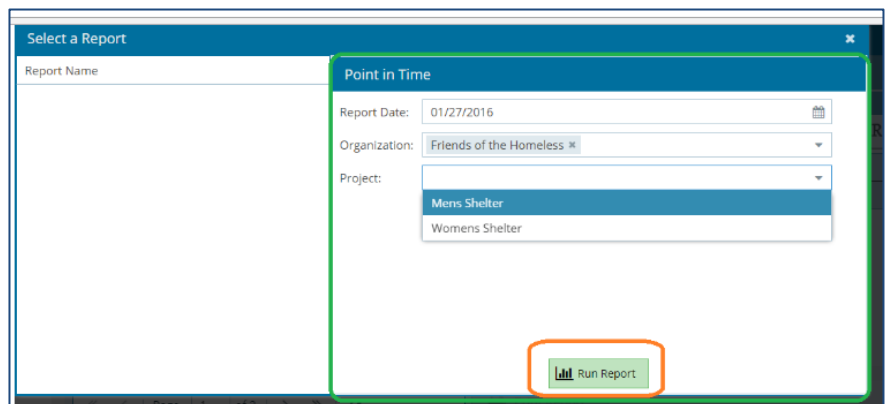
- For more guidance on how to navigate homelessdata.com, please click [here](#).
- Login credentials are created by your system administrator (Boston, DHCD, etc).
- If you run a PIT report and it generates all zeros that means the information entered in the General Touchpoints is incorrect. Click [here](#) for additional information on how to answer these questions.
- Homelessdata.com reports will give you detailed information on the numbers if you click on them. For example, if you have 22 clients missing DOB, you can click on the number and you will be able to see which clients are missing this information.

How to navigate homelessdata.com...

- How do I run a Point in Time report HomelessData.com?
 - * After you log into homelessdata, select **Reports** then click **New** to generate the report. The **Point in Time** is the last option under the **Select a Report** feature.



- * The next screen will allow you to enter the report parameters, which includes the date of the count, organization name and project name.




- * See Report Preview on the next page...

* The PIT report will provide quick links, and allow you to print and download the report.

Report Review

Report Preview





Point In Time Report

Organization:	Friends of the Homeless	Project:
Report Date:	01/27/2016	Data as of:

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- [Homeless Subpopulations](#)


Print Report


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