

PIT App Training

PIT App Training:
Unsheltered HMIS and Non-HMIS
Sheltered HMIS and Non-HMIS

Link:

<https://poe.nutmegit.com/AppCenter2>

Help Desk:

help@nutmegit.com

PIT App Guides

Program Guides:

- [ES Check Ins-2022.2023](#)
- [Hotel.Motel HMIS Participating - Hotel.Motel Service for PIT Count-updated](#)
- [PSH.RRH Housing Move in date for PIT-2022.2023](#)
- [Unsheltered HMIS Participating - Current Living Situation Assessment-2022-2023](#)

General Guides:

- [New PIT App Login Guide-2022.2023](#)
- [PIT App-login and bed count guide-2022-2023](#)
- [How to generate your outreach open enrollment client list from HMIS-2022.2023](#)
- [PIT App - Total Person Count Validation and HMIS Client ID List](#)

PIT App Training

PIT App Training:
Unsheltered HMIS and Non-HMIS

HMIS Participating Street Outreach

- Similar to the count process last year, HMIS participating SO programs will be using the HMIS Current Living Situation Assessment as the trigger to get their data to import into the PIT database.
- The Head of Household for each client record to be counted on the night of PIT will need the following:
 - Open program enrollment
 - Current Living Situation Assessment dated for the night of the PIT count
 - A homeless setting selected as the current living situation
- You will be able to start working with the people count immediately for this year. This will allow users to actively test their data and clean up their data all the way up to the night of the count.
- The PIT App will only see Current Living Situation Assessments that are dated for the previous day. So if, when you check your data you don't see any records, that may be correct b/c there have not been CLA's complete for you clients.
- What is more important is to make sure you have reviewed the CLA DQ report which shows the client ID's that have not had a CLA in the past 90 days or longer.

HMIS Participating Street Outreach

- Street Outreach enrollments without a Current Living Situation Assessment in the past 90 Days report
- Click on the PIT Combined DQ Report Link
- Last tab of the excel workbook - 'No recent CLA'
- This report provides a list of client ID's by program who have not had a recorded assessment in HMIS in the past 90 Days from the day you export the report.
- Example, if you run the report today then all the ID's on that tab have not had a CLA dated from 10/18/2022 back to at least 8/18/2022 and later.

OrgId	OrgName	HMISProgramId	ContinuumCode	Name	ClientId
4670	Catholic Charities of Fairfield County (Bridgeport	1425	CT-503	CF of Fairfield - Homeless Outreach - L561502558	88747

Reporting

Point-In-Time Reports - Common

- [HDX Homeless Populations \(CT-503 & CT-505\)](#)
- [Population Summary Report](#)

Point-In-Time Reports - Sheltered

- [Incomplete Bed Inventory Report](#)
- [Uncertified Bed Inventory Report](#)
- [HIC Report](#)
- [PIT Combined DQ Report](#)
- [PIT Veteran Validation Report](#)



Point-In-Time Reports - Unsheltered

- [Unsheltered Population Report](#)

Admin tools

- [PIT User Activity Report](#)
- [PIT Regional Coordinators List](#)

Non-HMIS Participating Street Outreach

- Similar to the count process last year, Non-HMIS participating SO programs will be able to enter their data directly into the PIT app.
- I will need to know the user information
 - First, Last and Email
 - Name of SO program
- If there is a new SO program that is not currently listed on the PIT App SO program sheet, then I will need the program set up sheet to be completed and submitted.
- Non-HMIS Street Outreach can start entering and testing out their data by 10/19/2022. Take time to practice and submit questions if you are unsure of how to populate any of the tables

HMIS and Non-HMIS Participating Street Outreach

- Unsheltered Population Report is an inventory of both the HMIS and Non-HMIS program data.
- This report will populate the people count data for all confirmed Unsheltered programs in the PIT App.
- If a program has not confirmed their data then their population data will not display on this report.

Reporting

- Point-In-Time Reports - Common**
 - HDX Homeless Populations (CT-503 & CT-505)
 - Population Summary Report
- Point-In-Time Reports - Sheltered**
 - Incomplete Bed Inventory Report
 - Uncertified Bed Inventory Report
 - HIC Report
 - PIT Combined DQ Report
 - PIT Veteran Validation Report
- Point-In-Time Reports - Unsheltered**
 - Unsheltered Population Report
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PIT App Training

End Street Outreach

PIT App Training

PIT App Training:
Sheltered HMIS and Non-HMIS

HMIS Participating Programs: ES, SH, TH, PH, RRH

- Similar to the count process last year, all HMIS participating programs will have their people count data imported to the PIT database directly from HMIS
- The user must first complete and confirm their bed count information and then the PIT count feature will be active.
- You will be able to start working with the people count immediately for this year. This will allow users to actively test their data and clean up their data all the way up to the night of the count.
- All programs are encouraged to refresh and review their PIT data to make sure the counts are correct and make sense.

HMIS Participating Programs: ES, SH, TH, PH, RRH

- The rules that will pull client data into the PIT App are the same for all program types as last year other than ES Hotel/Motel programs - there is a slight change for these programs types.
- For ES - the rules are the same as last year:
 - Open enrollment
 - ES Check-in dated on the night of PIT - all household members
- For SH and TH - just need an open enrollment
- For PH/PSH and RRH:
 - Open enrollment
 - Move in date dated on or before the night of PIT - Head of Household
- For ES Hotel/Motel - New for this year
 - Open enrollment
 - Motel/Hotel Costs service dated on the night of PIT - Head of Household

Non-Participating Programs: ES, SH, TH, PH, RRH

- If you are part of a non-hmis participating program and you did not manage data for the PIT count last year then I will need the following:
 - First name, last name and email
 - Name of program or programs you will need access to

- If there is a new housing program that is not currently listed on the PIT App program sheet, then I will need the program set up sheet to be completed and submitted.

All Programs

- The PIT Combined DQ Report provides data quality tabs to evaluate data completeness for the PIT programs.
 - **Clients Reported Multiple Times** – All HMIS
 - This report will show clients with overlapping enrollments
 - These clients are being counted for PIT under two different program enrollments – This happens when these enrollments are both open and on the night of PIT they have one or more of the following:
 - Move In Date
 - Shelter Check-In
 - Motel Service
 - Current Living Situation Assessment
 - This is not a duplicate client issue b/c these clients have a single HMIS ID. A duplicate client issue would be the same client with 2 or more HMIS ID's
 - As PIT data is confirmed in the PIT App this report will begin to populate. The CoC's should monitor this report and reach out to agencies to determine which enrollment is correct. Nutmeg can assist with the data clean up as needed.
 - **Duplicate Clients** – All HMIS
 - This report will show clients who are duplicates in HMIS and being counted in more than one program on the night of PIT
 - This is different than the Multiple Enrollment Issue above b/c these are identical clients but with different HMIS client ID's. Where as above, they are a client with only one ID but open enrollments whose start dates overlap.
 - As PIT data is confirmed in the PIT App, this report will begin to populate when it finds duplicate client ID's Nutmeg will review this report and merge ID's where necessary. Nutmeg will reach to any agency if there are any questions.

Reporting

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Point-In-Time Reports - Sheltered

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Point-In-Time Reports - Unsheltered

- Unsheltered Population Report

Admin tools

- PIT User Activity Report
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HMIS and Non-HMIS Participating Programs: ES, SH, TH, PH, RRH

- The Incomplete Bed Inventory Report will show all programs who have no certifications, meaning they have not looked at their data yet.
- Once the program has updated the status at the bottom of the inventory screen then they will come off this report

Certification

Previously certified on 10/6/2022 by jim@nutmegit.com

These counts are NOT accurate. **NOTE: You will need to contact your CoC representative to resolve this.**

I hereby affirm that I have verified these counts are accurate.

[SAVE CHANGES](#) [CANCEL](#)

Certification

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HMIS and Non-HMIS Participating Programs: ES, SH, TH, PH, RRH

- The Uncertified Bed Inventory Report will show all programs that have been marked as 'NOT Accurate'
- This report would show those programs that do not agree with the bed information and should be actively working with their CoC to update the bed count numbers.
- Once the program has updated the status to 'affirm' then they will come off the list

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HMIS and Non-HMIS Participating Programs: ES, SH, TH, PH, RRH

- The HIC report is the full report of all bed and people count data reported on the night of the count
- This report is used by the CoC's for their HDX Inventory submissions.
- This report can also be used to evaluate the HDX Homeless Population Data for accuracy

Reporting
Point-In-Time Reports - Common <ul style="list-style-type: none">• HDX Homeless Populations (CT-503 & CT-505)• Population Summary Report
Point-In-Time Reports - Sheltered <ul style="list-style-type: none">• Incomplete Bed Inventory Report• Uncertified Bed Inventory Report• HIC Report• PIT Combined Data Report• PIT Veteran Validation Report
Point-In-Time Reports - Unsheltered <ul style="list-style-type: none">• Unsheltered Population Report
Admin tools <ul style="list-style-type: none">• PIT User Activity Report• PIT Regional Coordinators List

All Programs

- The PIT Combined DQ Report provides data quality tabs to evaluate data completeness for the PIT programs.
 - Overutilization - Total Persons
 - Overutilization – Units
 - Underutilization - Total Pers.
 - Underutilization – Units
 - Demographic Mismatches
 - No PIT Count
 - No Bed Inventory
 - More Enrolled Than Counted
 - Clients Reported Multiple Times
 - Duplicate Clients
 - No recent CLA



The image shows a screenshot of a reporting interface. At the top is a blue header with the word "Reporting" in white. Below the header, the content is organized into several sections. The first section is "Point-In-Time Reports - Common", which includes two items: "HDX Homeless Populations (CT-503 & CT-505)" and "Population Summary Report". The second section is "Point-In-Time Reports - Sheltered", which includes four items: "Incomplete Bed Inventory Report", "Uncertified Bed Inventory Report", "HIC Report", and "PIT Combined DQ Report". A large black arrow points from the right side of the screen towards the "PIT Combined DQ Report" item. The third section is "Point-In-Time Reports - Unsheltered", which includes one item: "Unsheltered Population Report". The final section is "Admin tools", which includes two items: "PIT User Activity Report" and "PIT Regional Coordinators List".

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Point-In-Time Reports - Unsheltered

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HMIS ES and SO Veteran Report

- The Veteran Validation Report is a report for the VA to be used to help confirm VA records being counted in ES and HO on the night of PIT
- The VA can review this report and see the agency, program, program type and HMIS ID so they can check the client information out of HMIS against their records to confirm if the Veteran Status in HMIS is correct.

Reporting

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Point-In-Time Reports - Unsheltered

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