

Wake County

Monthly Agency Administrator Meeting
January 2025



Welcome back!

Icebreaker:

What is a travel destination on your bucket list?



Agenda

- LSA Update
- Privacy and Security
- HIC/PIT – Preparation
- Questions



Federal Reporting Updates

Federal Reporting Season is underway:

LSA submitted!

- 1 data error

SPM:

- Due on March 5, 2025

HIC/PIT:

Final report due to HUD in Spring 2025



Privacy and Security Training

- Time to complete the training by all users:
 - **January 1, 2025 – February 28, 2025, at noon.**
- Agency Administrators will receive a list of staff who have not completed the training every Friday until the deadline.
- User accounts will be inactive if the training has not been completed by the deadline.
- Users will need to complete the training to have their accounts reactivated.

HIC/PIT

What is the PIT (Point in Time)?

The Point-in-Time (PIT) Count is a count of sheltered and unsheltered people experiencing homelessness on a single night in January.

- HUD requires that Continuums of Care conduct an annual count of people experiencing homelessness who are sheltered in emergency shelter, transitional housing, and Safe Havens on a single night
- Continuums of Care also must conduct a count of unsheltered people experiencing homelessness every other year.
- Each count is planned, coordinated, and carried out locally.



HIC/PIT

What is the HIC (Housing Inventory Count)?

The Housing Inventory Count (HIC) reports on shelter and housing programs (ES, TH, RRH, PSH), including non-participating HMIS programs (e.g. DV programs) and includes:

- > Bed/unit capacity
- > Federal funding source
- > HMIS participation
- > Location (geocode and address)
- > Other project details
- > Utilization rate based on clients in shelter/housing during one night in January (point-in-time count)



Helpful Reports for the HIC/PIT



----> [\[GNRL-106\] Program Roster](#)

----> [\[HUDX-225\] HMIS Data Quality](#)

How to prepare your data for the HIC/PIT

→ Run the [GNRL-106] Program Roster report and review the list of active clients

- Exit clients who are no longer in the project
- Enroll missing clients
- The **Housing Move-In Date** should always be on or after the Project Start Date (if the client was housed at entry, use the Project Start Date)



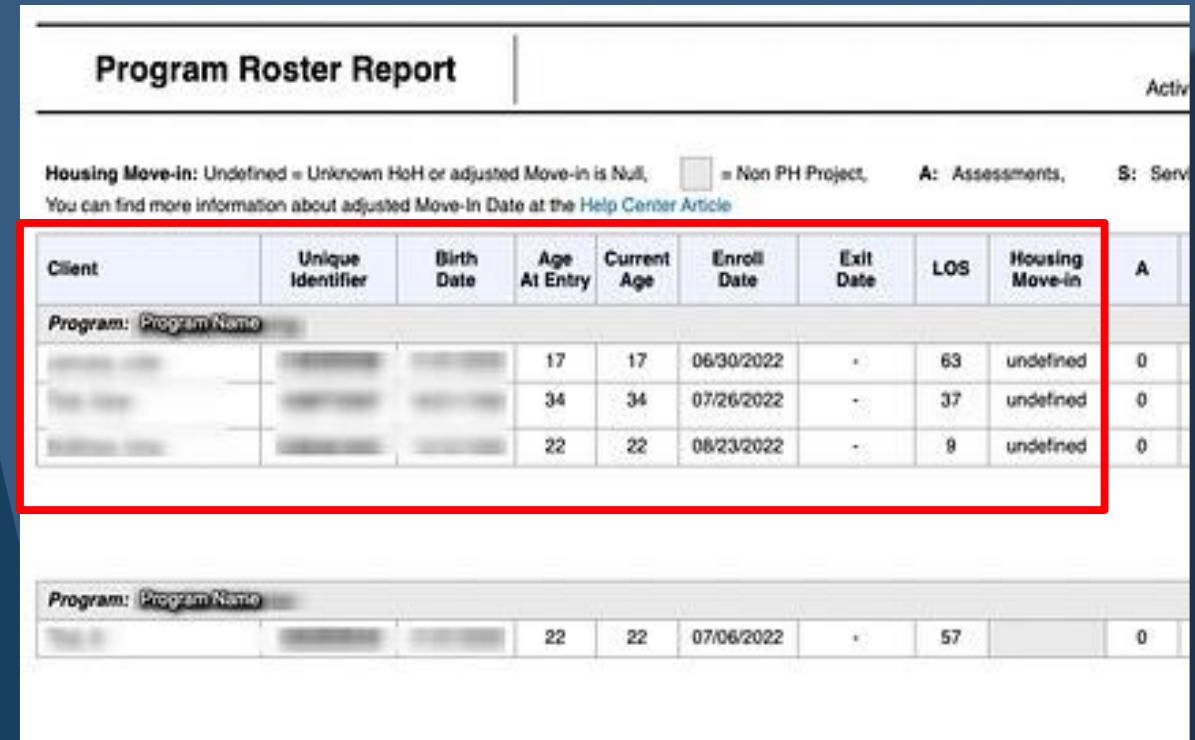
It is especially important to review your program roster for the night of Jan 23.

RRH & PSH Programs - Fill in the **Housing Move-In Date** for your housed clients in the enrollment screen.

[GNRL-106] Program Roster Report

To run the [GNRL-106] Program Roster report for the HIC/PIT:

1. Log into Clarity HMIS and navigate to the **Report Library** (Reports under the **Launchpad** menu in the upper right corner)
2. Locate **[GNRL-106] Program Roster** under the **Program Based Reports** section and click Run
3. Choose the Program or Programs you wish to include in the report
4. Select the **Status** as “Active within Report Date Range”
5. For **HoHs only?** select “No”
6. Enter the start date (01/23/2025) and end date (01/24/2025) for the report to focus on the PIT reporting period
7. Click **Submit**



Client	Unique Identifier	Birth Date	Age At Entry	Current Age	Enroll Date	Exit Date	LOS	Housing Move-in	A
Program: Program Name			17	17	06/30/2022	-	63	undefined	0
			34	34	07/26/2022	-	37	undefined	0
			22	22	08/23/2022	-	9	undefined	0

Program: Program Name									
			22	22	07/06/2022	-	57		0

[HUDX-225] HMIS Data Quality

Demographic data pulled into the HIC/PIT report includes:

- > Number of children, adults aged 18-24, adults over 24
- > Race, Ethnicity, Gender, Chronic Homelessness
- > Disability, i.e. Substance Abuse, Mental Illness, DV, HIV/AIDS
- > Subpopulations i.e. Veterans, Parenting Youth, Unaccompanied Youth

[HUDX-225] HMIS Data Quality

- > Reviews data quality across a variety of HMIS data elements
- > Highlights errors in data quality, and gives opportunity to drill down by client and household

HMIS Data Quality Report [FY 2022]		Demo Agency	
		CoC Category Filter: Agency CoC	
		Date Range: 09/01/2022 thru 10/31/2022	
Q3. Universal Data Elements			
Program Applicability: All Projects			
Data Element	Error Count	% of Error Rate	
Veteran Status (3.7)	1	33.33%	
Project Start Date (3.10)	0	0%	
Relationship to Head of Household (3.15)	2	50%	
Client Location (3.16)	0	0%	
Disabling Condition (3.8)	1	25%	
Q4. Income and Housing Data Quality			
Program Applicability: All Projects			
Data Element	Error Count	% of Error Rate	
Destination (3.12)	0	0%	
Income and Sources (4.2) at Start	4	100%	
Income and Sources (4.2) at Annual Assessment	2	100%	
Income and Sources (4.2) at Exit	0	0%	
Non-Cash Benefits (4.3) at Start	4	100%	
Non-Cash Benefits (4.3) at Annual Assessment	2	100%	
Non-Cash Benefits (4.3) at Exit	0	0%	

Questions?

