



**PSH / RRH / OPH HMIS Participating Projects:**  
**0628 – HIC Supplement Report Description**

**Contents**

**Overview**..... 2

- **When is PIT / HIC Data Submissions Due?** ..... 2
  - **PIT: Point-in-Time Count** ..... 2

**How to Use the MD BoS PIT / HIC Portal**..... 4

- **MD BoS PIT / HIC Portal: Point-in-Time Count (PIT)** ..... 5
  - **PIT – HMIS Participating Projects:**..... 5
    - ❖ **PSH / RRH / OPH – HMIS Participating Projects: 0628 – HIC Supplement Report** ..... 6

## Overview

### The FY26 MD BoS CoC PIT/HIC will:

❖ **BEGIN** at sunset on January 28<sup>th</sup>, 2026

❖ **END** at sunrise on January 29<sup>th</sup>, 2026

The PIT & HIC includes aggregate data from *all* applicable projects in the MD-514 BoS CoC **regardless of funding source**

- **PIT:** Aggregate count of persons experiencing homelessness on night of 1/28/26
- **HIC:** Count of all beds & units available in the CoC on night of 1/28/26 – that are **dedicated** to person experiencing homelessness

This document pairs with the *full 'FY26 PIT / HIC Instructions'* ([click here](#) to view on the HMIS website) & guides **PSH / RRH / OPH HMIS Participating** projects on how to pull the *0628 HIC Supplemental – v12 Gender Updated* report that must be uploaded to the Point-in-Time Count (PIT) page in the MD BoS PIT / HIC Portal.

In addition to the steps outlined in this document, should agencies need further assistance:

- ✓ The MD BoS HMIS Team will host multiple '**PIT/HIC Office Hours**' that Partner Agencies can attend to ask questions and receive assistance
  - Dates/times of each session, along with the GoTo Webinar link to join, will be announced in HMIS Newsletters sent out in the coming weeks ([CLICK HERE](#) to view recent HMIS newsletters)

### • **When is PIT / HIC Data Submissions Due?**

All projects included in the 2026 PIT/HIC process must have **data submitted by February 11<sup>th</sup>, 2026**.

- The HMIS Team will then review the data; and then
- Follow-up with the agency PoC(s) that either:
  - **Project submission of PIT / HIC data is complete; OR**
  - **Add'l information / clarification is required**

#### ➤ **PIT: Point-in-Time Count**

The Point-in-Time (PIT) count is a *one-time census* of all **persons experiencing homelessness** on the **night of the PIT**.

- Each project included in the HIC must provide a PIT count
- This number should be the *unduplicated* number of persons served (i.e., in a project bed) by the project on the night of the PIT / HIC

#### RRH Projects:

! Clients that are enrolled in a RRH project, but **do NOT** have a **Housing Move-In Date** (HMID) recorded **ON or BEFORE 1/28/26** – are **not to be counted** in the RRH projects PIT / HIC counts

For the purpose of reporting in the PIT / HIC, RRH projects **should only count** beds / units based on the actual number of current project participants who are:

- 1) **Actively enrolled** in the project on the night of the inventory count, including persons who are only receiving supportive services in the RRH project; **and**
- 2) **Are in permanent housing** on the night of the inventory count. [HMIS data element 3.20 Housing Move-In Date should be used to identify RRH participants who are in permanent housing on the night of the inventory count]

This means that the RRH beds / units in use will equal the number of people served on the night of the count. RRH projects that do not have any participants in permanent housing on the night of the inventory count (e.g., all participants are still in emergency shelter) should report zero (0) beds and zero (0) participants.

The PIT provides an aggregated count of persons experiencing homelessness in the MD-514 BoS CoC on the night of the PIT. The full PIT count for the CoC includes data from **2 separate** categories of homeless persons:

1. **Sheltered PIT Count:** This count includes data from homeless persons **staying in temporary residential projects** (Emergency Shelter or Transitional Housing) on the night of the PIT (*add'l details can be found in section 4 of the [2024 HIC and PIT Count Data Collection Notice](#)*)
2. **Unsheltered PIT Count:** This count is data from homeless persons who are **staying in places not meant for habitation** (i.e., on the streets, in their car, in abandoned buildings, etc.) (\*\* info can be found at [www.mdboscoc.org/pit-count](http://www.mdboscoc.org/pit-count))

**This guide focuses on the *Sheltered* PIT count**

The PIT includes aggregate data on the below demographic information:

- Age
- Gender (Gender data is not required to be collected and will not be reported in the HDX 2.0 and at this time Sex is not expected to be required for the FY26 PIT / HIC)
- Race / Ethnicity
- Veteran Status
- Chronic Homeless Status (determined by a clients homeless history & disabling conditions recorded in HMIS / Comparable Database)
- Domestic Violence History

# How to Use the MD BoS PIT / HIC Portal

Both HMIS Participating & Non-HMIS Participating projects will use the [MD BoS: PIT / HIC Portal](#) to submit data for each project included in the FY26 PIT / HIC.

**The PIT / HIC Portal has prompts and instructions throughout it;** this document provides add'l information for specific areas of the portal & instructions for HMIS Participating projects on how to pull the required PIT and HIC reports from the MD BoS HMIS.

✚ **Should you need further assistance**, please attend any of the '[PIT/HIC Office Hours](#)' that the MD BoS HMIS Team will host throughout February and March

- Dates/times of each session, along with the GoTo Webinar link to join, will be announced in HMIS Newsletters sent out in the coming weeks ([CLICK HERE](#) to view recent HMIS newsletters)

❖ [CLICK HERE](#) to Access the Portal

**\*\* Project information submitted should be what was true on the night of the count, 1/28/26\***

## **NOTE !!** HMIS Participating Projects:

- The reports available in the HMIS 'Reports' gallery are a great tool for monitoring / correcting HMIS client data!
  - **However, be aware that the logic used for pulling clients into these report *can vary slightly from reports used specifically for PIT / HIC.***
- HMIS End Users that are also a *designated HMIS Point-of-Contact* (PoC) for their agency, have access to add'l reports in Business Objects.
  - **0227 Project Descriptor Elements Data Quality** report can be ran to review project PDDEs as they are currently recorded in HMIS (project type, bed inventory, funding, etc.)

## • MD BoS PIT / HIC Portal: **Point-in-Time Count (PIT)**

The Point-in-Time (PIT) count is a *one-time census* of all **persons experiencing homelessness** on the **night of the PIT**.

- Each project included in the HIC must provide a PIT count
- This number should be the *unduplicated* number of persons served (i.e., in a project bed) by the project on the night of the PIT / HIC

**NOTE !!** The process in this section will vary depending on:

- The **Project Type** you are submitting data for; and

### RRH Projects:



Clients that are enrolled in a RRH project, but **do NOT** have a **Housing Move-In Date (HMID)** recorded **ON or BEFORE 1/28/26** – are **not to be counted** in the RRH projects PIT / HIC counts

For the purpose of reporting in the PIT / HIC, RRH projects **should only count** beds / units based on the actual number of current project participants who are:

- 1) **Actively enrolled** in the project on the night of the inventory count, including persons who are only receiving supportive services in the RRH project; **and**
- 2) **Are in permanent housing** on the night of the inventory count. [HMIS data element 3.20 Housing Move-In Date should be used to identify RRH participants who are in permanent housing on the night of the inventory count]

This means that the RRH beds / units in use will *equal* the number of people served on the night of the count. RRH projects that do not have any participants in permanent housing on the night of the inventory count (e.g., all participants are still in emergency shelter) should report zero (0) beds and zero (0) participants.

### ➤ PIT – HMIS Participating Projects:

HMIS Participating projects will run the Business Objects report applicable to the Project Type.

- **Upload** final report as PDF to this page
- **Click** the check box to verify that the uploaded report is accurate for the night of the PIT
- **Enter** the total # of persons sheltered or housed by project on the night of the PIT
  - **Explanation will be required** if, based on total beds reported – vs – the total # of persons entered, the '**Utilization %**' is outside of the expected 65% - 105% range

The reports available in the HMIS 'Reports' gallery are a great tool for monitoring / correcting HMIS client data!

- **However, be aware that the logic used for pulling clients into these report *can vary slightly from reports used specifically for PIT / HIC***

HMIS End Users that are also a *designated HMIS Point-of-Contact (PoC)* for their agency, have access to add'l reports in Business Objects.

- **0227 Project Descriptor Elements Data Quality** report can be ran to review project PDDEs as they are currently recorded in HMIS (project type, bed inventory, funding, etc.)

❖ **PSH / RRH / OPH – HMIS Participating Projects: 0628 – HIC Supplement Report**

Run the report **0628 – HIC Supplement – v12 Gender updated**, this report will provide you with the total homeless population and sub-population for the project on the night of the PIT.

- Clients **must have** a project Start Date & a Housing Move-in Date on or before **1/28/26** to be included in the report

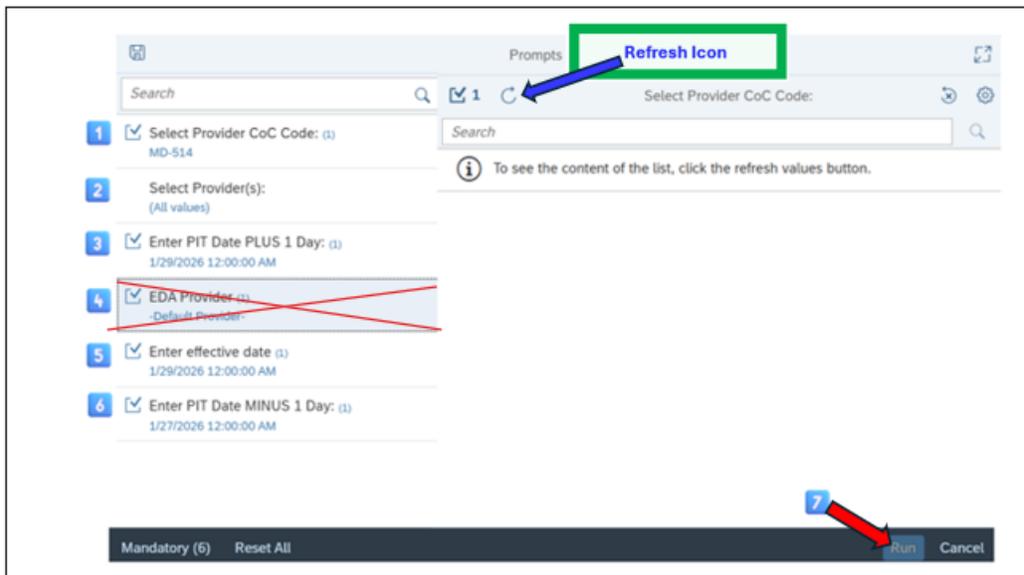
**Partner Agency HMIS Point-of-Contact – Must have an ART/Business Objects license to access this report**

- 1) Run a separate **0628 – HIC Supplement Report** for each individual project
- 2) Review each tab for accuracy
  - If report data is not accurate for the night of the PIT, make corrections in the client HMIS records
  - Re-run the **0628 – HIC Supplement Report**

**REMEMBER** – If corrections are required, Business Object reports do not reflect updated HMIS data until the following day!!

- 3) Once you have confirmed that report data is accurate for the night of the PIT, download the report as PDF & save to your computer

- **Report location:** Public Folders / mdbos\_LIVE\_folder / PIT HIC /
- **Report Prompts:** If needed, click the ‘refresh’ icon to get full list of options for a specific prompt



1. **Select Provider CoC Code(s):**
  - Select MD-514
2. **Selected Provider(s):**
  - Select 1 HMIS project name
    - EACH of the HMIS project that your agency needs to submit PIT / HIC data on will need to have its own individual report generated
3. **Enter PIT Date PLUS 1 Day:** 01/29/2026
4. **EDA Provider:** **Leave blank**

5. **Enter Effective Date:** 01/29/2026
6. **Enter PIT Date MINUS 1 Day:** 01/27/2026
7. **Click Run**

**Description of the report:** (HUD has not made any changes to the guidance or instructions from 2024 & therefore the [2024 HIC and PIT Count Data Collection Notice](#) can be used for the 2026 PIT/HIC process)

**Tab A – HIC Client Count:** This tab contains three tables that document unduplicated client counts labeled by household type.

The three tables contain data for All Households. Data is broken down by project type and household type according to the 2024 HUD PIT guidelines.

**Tab B – Populations:** This tab contains data broken down by project type and household type according to the 2024 HUD PIT guidelines.

Clients with multiple races will be counted once in each race category AND in the multiple races rows. Therefore, these rows will not total

**Tab C – Subpopulations:** This tab contains unduplicated counts of clients broken down by the various HUD subpopulation categories as required in the 2024 HUD PIT Guidance.

- **Chronically Homeless Individuals:**
  - a) A “Yes” answer to “Continuously Homeless for at Least One Year” OR “Number of Times the Client has been Homeless in the Past Three Years” is Four or More.
  - b) A recorded DOB indicating that the client was age 18 or older at the time of the PIT count.
  - c) A “Yes (HUD)” answer to the “Does client have Disabling Condition?” question at the time of the PIT count.
  - d) Households comprised of Adults Only that meet the Chronically Homeless definition will be counted in the Individual section (each adult must meet the definition for all adults to be included).
- **Chronically Homeless Households:**
  - a) A “Yes” answer to “Continuously Homeless for at Least One Year” OR “Number of Times the Client has been Homeless in the Past Three Years” is Four or More.
  - b) A “Yes (HUD)” answer to the “Does client have disabling condition?” question at the time of the PIT count.
  - c) The client must share the PIT related project enrollment/ shelter stay/shelter service, with one or more individuals where at least one other individual is under 18 years of age. (Other household members are not subject to these criteria).
  - d) Where two unaccompanied youth are a household one of the youth must meet the criteria for all to be included.

Per HUD, only adults 18 and older are included for the Serious Mental Illness, Substance Abuse Disorder, HIV/AIDS and Victims of Domestic Violence.

**Tab D – Client Detail:** Column Explanations - **Data on this client detail tab is provided for reference / data cleaning purposes.**

- **HH Group:** This column provides a common HH group for all members in a household. If the client is single the HH Group will begin with EE
- **Client Id:** The column header counts all Client Uid’s in the report range. The cells are merged, which means

multiple rows of data for a client will only display one Client Uid

- **Age:** This column provides the age of the client as of the date of the PIT count
- **Gender:** (Gender data is not required to be collected and will not be reported in the HDX 2.0 and at this time Sex is not expected to be required for the FY26 PIT / HIC)
- **Race / Ethnicity:** These columns provides the race / ethnicity of the client as of the date of the PIT
- **Disab YN:** This column provides the disability status of the client as of the PIT date
- **HoH Relationship:** Using data entered into the project Entry assessment, this column provides the 'Relationship to Head of Household' of the client as of the PIT date
- **Vet:** This column provides the veteran status of the client as of the date of the PIT count
- **DV / DV Flee:** These columns indicates whether the client is reported as a victim of domestic violence / fleeing domestic violence as of the date of the PIT count
- **CH:** This column indicates whether the client is reported as chronically homeless as of the date of the PIT count
- **EE Provider:** This column provides the name of the provider of the service or entry/exit
- **EE Start:** This column provides the start date for the project entry. When more than one start date exists, the report pulls in the data from the latest episode
- **EE Exit:** If the project entry above has an exit date – this column provides the exit date for the project exit
- **Prog Type:** This column provides the type of project involved
- **Move-In Date:** If the client marked as 'Self' for the HoH Relationship has a HMID recorded in HMIS (for that project enrollment) – it will be shown here
- **Fam Type:** This column provides the family type of the client as of the date of the PIT count

#### **Tab E – Disability Detail: Column Explanations**

- **Client Id:** The column header counts all Client Uid's in the report range. The cells are merged, which means multiple rows of data for a client will only display one Client Uid
- **Client Unique Id:** The column header counts all Client Unique Id's in the report range. The cells are merged, which means multiple rows of data for that client will only display one Client Unique Id
- **Age:** This column provides the age of the client as of the date of the PIT count
- **Disab YN:** This column provides the disability status of the client as of the PIT date
- **Disability:** This column provides the disability type of the client as of the date of the PIT count
- **Disab Long Dur:** This column provides the Y / N answer of the client as of the date of the PIT count
- **Disability Start:** This column provides the start date of the disability
- **Disability End:** This column provides the end date of the disability
- **Prog Type:** This column provides the type of project involved –Emergency Shelter (ES), Transitional Housing (TH), or Safe Haven (SH)

#### **Tab F – Additional Information**

This tab contains additional information regarding prompts used in the report and provides a breakdown of client totals per project type (if multiple projects included in single report)