



FY26 PIT / HIC Instructions for Submitting Project Data

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Overview

The FY26 MD BoS CoC PIT/HIC will:

❖ **BEGIN** at sunset on January 28th, 2026

❖ **END** at sunrise on January 29th, 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 is to assist Partner Agencies through the process of using the MD BoS: PIT / HIC Portal to report data for **both** *HMIS Participating & Non-HMIS Participating* projects, and includes details on:

- ❖ **Who** is included
- ❖ **When** data submissions are due
- ❖ **WHAT** is the PIT & HIC
- ❖ **HOW** to submit the required information for data collected on the night of January 28th, 2026

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)

• Is My Project Included?

The PIT and HIC pull data from all applicable projects in a CoC **regardless of funding source**.

The chart below indicates whether a specific Project Type is required to participate in the PIT &/or HIC process.

Project Type	Included in PIT	Included in HIC
Street Outreach (SO)	No	No
Emergency Shelter (ES)	Yes	Yes
Transitional Housing (TH)	Yes	Yes
Rapid Re-housing (RRH)	No	Yes
Permanent Supportive Housing (PSH)	No	Yes
Other PH (OPH) <ul style="list-style-type: none">➤ combines two project types from the HMIS Data Standards: PH – Housing with Services (no disability required for entry); and PH – Housing Only	No	Yes

• When is PIT / HIC Data Submissions Due?

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

• What is the PIT and HIC?

The PIT and HIC is aggregate data from all applicable projects in the MD-514 BoS CoC **regardless of funding source**. This data is submitted to HUD and used for decisions about federal and local funding and strategic planning.

- Clients included in both the PIT & HIC counts **must** meet [HUD's definition of homelessness](#)
- HUD has not made any changes to the guidance or instructions used in the 2024 PIT/HIC & therefore the [2024 HIC and PIT Count Data Collection Notice](#) can be used for the 2026 PIT/HIC process.
- For additional resources on planning for and conducting the HIC and PIT Count, visit the [Point-in-Time Count and Housing Inventory Count page](#).

➤ HIC: Housing Inventory Count

The HIC is a count of all beds & units, that are **dedicated** to persons experiencing homelessness & **available** in the CoC **on the night of the count**. (add'l details can be found in section 3 of the [2024 HIC and PIT Count Data Collection Notice](#))

- For permanent housing projects (PSH, RRH, OPH), these are beds dedicated to persons who were homeless at project entry
 - RRH clients that **do NOT** have a **HMID** recorded in HMIS on or before 1/28/26 – are **NOT** to be in the projects HIC count. These clients are to be included in counts for either:
 - ES / TH projects: If the client was enrolled in a ES / TH project on the of PIT, they should be counted in that projects PIT count
 - If client was unsheltered (i.e., Street Homeless) they should be counted in the CoC's Unsheltered PIT count

The HIC focuses on HMIS Project Descriptor Data Elements (PDDE). This includes:

- Agency and Project names
- Housing Type and Target Population
- Operating Dates
- Location information
- Funding information
- Bed / Unit Inventory

➤ 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)

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: Contact & Program Information

• Contact Information:

- After submitting PIT / HIC project data, a confirmation email will be sent to this person
 - ** Please keep this email for your records / reference in case the HMIS Team needs addt'l information **

• Program Information:

- Select your Partner Agency name from the drop-down
- Select the project that you are entering PIT / HIC data for & click '**Submit**'
 - A separate form **must be completed** for each individual project
 - **NOTE !!** Should you find that your project is not listed, select '**Other**' & type in the project name / ID **as it appears in HMIS**

• MD BoS PIT / HIC Portal: Project Details

There are *multiple factors* that go into making sure a project information is **accurately reflected** in PIT/HIC reports.

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

DO NOT edit pre-populated information!! The information at the top of this page – is pre-populated from what was entered on the previous page.

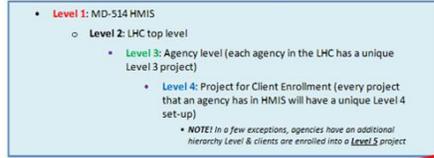
- **Was the project operational on the night of the count? (1/28/26)**
 - If **NO** – select the appropriate 'Status' response
- **Are you a Victim Service Provider?**
 - **Only select YES** if your agency is a victim services provider and is prohibited from HMIS participation by VAWA and/or the McKinney-Vento Homeless Assistance Act ([click here](#) for resources on determining if your project should be entering data into HMIS or using a Comparable Database)
- **Do you use HMIS to enter client data for this project?**
 - Expectation is that this to be **YES** – unless the project uses a Comparable Database
- **Project Type**
 - Expectation is that the Project Type selected on the PIT / HIC Portal – **is the same** as that indicated in the project name

The MD BoS has implemented a uniform **naming convention**, for all projects, to quickly identify the current **PROJECT TYPE** and **FUND SOURCE** assigned to each project.

- Expectation is that the **Project Type** selected on the PIT / HIC Portal – **is the same** as that indicated in the project name

MD BoS HMIS Project Hierarchy & Naming Convention

The MD BoS HMIS project hierarchy follows the below format:



MD BoS HMIS utilizes the following standard **Naming Convention** for projects in HMIS:

- **LHC initials_Agency initials: Project Name (Project Type – Fund Source)**
 - For example, a **Rapid Re-Housing** project called 'Coming Home', in the Garrett Co. LHC, receiving ESG funds would be: **GC_DSS: Coming Home (RRH – ESG)**

This will allow for quick identification of:

- LHC project is located in
- Agency the project belongs to
- Project Level
- **Project Type** (Emergency Shelter, Rapid Re-Housing, Permanent Supportive Housing, Street Outreach, etc.)
- Fund Source (CoC, ESG, HSP, etc.)

• Housing Type

- **Carefully review** the descriptions below for each Housing Type & select 1
- **Housing Type** selected here **must align** with the **Bed Type** selected further down on the '**Housing Inventory Count (HIC)**' page of the portal

Housing Type	Description	Appropriate Bed Type (ES Only)	Address Type Required
Site-based/single site	All clients are housed in a single project facility.	Facility-based beds	Full address required
Site-based/clustered-multiple sites	All Clients are housed in more than one facility, but more than one client is housed in each project facility. The facility locations are owned, operated, or sponsored by the project. This can include PBRA and may include SBRA, if multiple clients are housed in separate sponsored facility locations.	Facility-based beds	Full address required for principle site (where the most beds are located)
Tenant-based/scattered site	Clients have leases or occupancy agreements and are housed in market-rate, scattered-site residences. This includes TBRA and may include SBRA, if clients are housing in sponsored units where each unit has a distinct mailing address.	Voucher-based beds	Zip Code for where a majority of the clients are housed

• Project Address

- A projects address should reflect the location of the project's principal site; **OR**
 - For **multiple-site** projects – the location in which the **majority** of the project's clients are housed

• Project Geo Code (if not what to select, use your best judgement – the HMIS Team will reach out if have questions on your selection 😊)

- Selection should align with the location of project's principal site; **OR**
 - For **multiple-site** projects – the location in which the **majority** of the project's clients are housed

• Target Population

- **Carefully review** the descriptions below & select 1. At least **75%** clients served by the project must fit the target population descriptor

Abbreviation	Description
DV	People who are Survivors of Domestic Violence
HIV	Persons living with HIV/AIDS
N/A	Not Applicable

- Household Type(s)

Household (HH) Type Reminders

Adult with children under age 18 (i.e., Families):

- Must have at least two (2) people in HH; **and**
- There is a least one:
 - HH member **over** age 18; **and**
 - HH member **under** age 18
- On the projects Entry assessment – the person marked as the Head-of-Household **must be** at least 18yrs of age

Adults w/o children under age 18:

- Everyone in the HH is 18yrs of age or older
- HH can be comprised of:
 - Single person that is 18yrs of age or older; or
 - At least one adult & dependents are all 18yrs of age or older

Children under age 18 unaccompanied by adults:

- Currently there **are not** any projects in the MD BoS CoC that have reported receiving federal funds to ONLY serve persons in this category (i.e., YHDP, RHY, etc.)

- MD BoS PIT / HIC Portal: Funding Sources

Expectation is that the Fund Source selected on the PIT / HIC Portal – **is the same** as that indicated in the project name.

The MD BoS has implemented a uniform **nam^{ing} convention**, for all projects, to quickly identify the current **PROJECT TYPE** and **FUND SOURCE** assigned to each project.

- Expectation is that the **Fund Source** selected on the PIT / HIC Portal – **is the same** as that indicated in the project name

It is not always necessary to create unique projects in HMIS (or Comparable Database) for each fund source

- As long as the fund sources **align** – a **single project may have multiple** funding sources

MD BoS HMIS Project Hierarchy & Naming Convention

The MD BoS HMIS project hierarchy follows the below format:

- Level 1: MD-514 HMIS
 - Level 2: LHC top level
 - Level 3: Agency level (each agency in the LHC has a unique Level 3 project)
 - Level 4: Project for Client Enrollment (every project that an agency has in HMIS will have a unique Level 4 set-up)
 - NOTE! In a few exceptions, agencies have an additional hierarchy level & clients are enrolled into a **Level 5** project

MD BoS HMIS utilizes the following standard **Naming Convention** for projects in HMIS:

- LHC initials_Agency initials: Project Name (Project Type – Fund Source)
 - For example, a Rapid Re-Housing project called 'Coming Home', in the Garrett Co. LHC, receiving ESG funds would be: **GC_DSS: Coming Home (RRH – ESG)**

This will allow for quick identification of:

- LHC project is located in
- Agency the project belongs to
- Project Level
- Project Type (Emergency Shelter, Rapid Re-Housing, Permanent Supportive Housing, Street Outreach, etc.)
- Fund Source (CoC, ESG, HSP, etc.)

- Select applicable source from **each** of the 2 funding source categories

- McKinney-Vento Funding: If the project does not receive a grant specifying any of the HUD funds listed in this category – select ‘N/A – Not Applicable’
- Other Funding Sources: If the project does not receive a grant specifying any of the funds listed in this category – select ‘N/A – Not Applicable’

✚ **NOTE !!** Currently there **are not** any MD BoS CoC projects included in the FY26 PIT / HIC that have reported receiving those funds crossed out in the below screenshot

Funding Sources

Please check all that apply for the INDIVIDUAL PROJECT you selected.

<p>McKinney-Vento Funding:*</p> <input type="checkbox"/> N/A - Not Applicable <input type="checkbox"/> HUD: ESG - Emergency Shelter <input type="checkbox"/> HUD: ESG - Rapid Re-housing <input checked="" type="checkbox"/> HUD: ESG - Rapid Unsheltered Survivor Housing (RUSH) <input type="checkbox"/> HUD: CoC - Joint Component TH/RRH <input type="checkbox"/> HUD: CoC - Permanent Supportive Housing <input type="checkbox"/> HUD: CoC - Rapid Re-Housing <input checked="" type="checkbox"/> HUD: CoC - Safe Haven <input checked="" type="checkbox"/> HUD: CoC - Single Room Occupancy <input type="checkbox"/> HUD: CoC - Transitional Housing <input checked="" type="checkbox"/> HUD: CoC - Youth Homeless Demonstration Program (YHDP) <input checked="" type="checkbox"/> HUD: Unsheltered Special NOFO <input checked="" type="checkbox"/> HUD: Rural Special NOFO	<p>Other Funding Sources:*</p> <input type="checkbox"/> N/A - Not Applicable <input checked="" type="checkbox"/> Shelter Assistance Fund (SAF) <input checked="" type="checkbox"/> HHS: RHY Basic Center Programs (BCP) <input checked="" type="checkbox"/> HHS: RHY Demonstration Project <input checked="" type="checkbox"/> HHS: RHY Maternity Group Homes for Pregnant Youth (MGH) <input checked="" type="checkbox"/> HHS: RHY Transitional Living Program (TLP) <input type="checkbox"/> HUD: HOME <input checked="" type="checkbox"/> HUD: HOME (ARP) <input checked="" type="checkbox"/> HUD: HOPWA - Hotel/Motel Vouchers <input checked="" type="checkbox"/> HUD: HOPWA - Permanent Housing Placement (facility or TBRA) <input checked="" type="checkbox"/> HUD: HOPWA - Short-Term Supportive Facility <input checked="" type="checkbox"/> HUD: HOPWA - Transitional Housing (facility or TBRA) <input type="checkbox"/> HUD: HUD/VA Supportive Housing (HUD-VASH) <input checked="" type="checkbox"/> HUD: Public and Indian Housing (PIH) programs (non-VASH) <input checked="" type="checkbox"/> HUD: PIH (Emergency Housing Voucher) <input checked="" type="checkbox"/> VA Community Contract Safe Haven Program (CHVSH) <input checked="" type="checkbox"/> VA: CRS Contract Residential Services <input checked="" type="checkbox"/> VA: Grant and Per Diem Program (GPD) - Bridge Housing <input checked="" type="checkbox"/> VA: Grant and Per Diem Program (GPD) - Clinical Treatment <input checked="" type="checkbox"/> VA: Grant and Per Diem Program (GPD) - Hospital to Housing <input checked="" type="checkbox"/> VA: Grant and Per Diem Program (GPD) - Low Demand <input type="checkbox"/> VA: Grant and Per Diem Program (GPD) - SITH <input checked="" type="checkbox"/> VA: Grant and Per Diem Program (GPD) - Transition in Place <input type="checkbox"/> VA: Supportive Services for Veteran Families Program (SSVF) <input type="checkbox"/> Local Funding HSP <input type="checkbox"/> Other <input style="width: 100%; height: 15px;" type="text"/>
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- MD BoS PIT / HIC Portal: **Housing Inventory Count (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.

- **Disaster-Related Beds?**

✚ **NOTE !!** We expect this to be NO, as currently there are not any MD BoS CoC projects included in the FY26 PIT / HIC that have reported receiving funds for this type of bed

- **Bed Type**

Voucher Based # of beds *

Voucher-Based: Beds made available by the homeless assistance project through vouchers or other forms of payment.

Facility Based # of beds. *

Facility-Based: Beds located in a residential homeless assistance facility dedicated for use by persons who are homeless

Other Based # of beds (ES) *

Other: Beds located in a church or other facility not dedicated for use by persons who are homeless.

- **Select all NON-YEAR ROUND bed types available in the project**

(NOTE !! This will only appear for ES projects. All other project types should only have Year-Round bed inventory)

Bed Type Definitions

Seasonal Beds:

- Are **NOT** available year-round
 - Are **ONLY available** during a specific time period – with set Operating Start / End Dates (i.e., cold weather)

Overflow Beds:

- Are available on an **ad hoc, or temporary, basis** during the year in response to demand that is unplanned; **and**
- Exceeds the planned bed capacity for a Year-Round or Seasonal ES project

✚ **Overflow is different than Seasonal!!**

- If a project has beds they consider to be 'overflow' – but they **are NOT** available at any time of the year, then they should be categorized as Seasonal

Year-Round Beds:

- All other beds, those that do not meeting definition of Seasonal or Overflow, should be available Year-Round

- ES project **ONLY** has **Year-Round** beds
 - Select 'N/A – Year Round Beds ONLY'
- ES project has **Year-Round** beds + **Overflow** beds
 - Select 'Overflow Beds'
- ES project is **SEASONAL** (i.e., is a 'cold weather' shelter)
 - Select 'Seasonal Beds'
- + **NOTE !!** Should the **SEASONAL** project **also** have **Overflow** beds
 - Select 'Seasonal Beds' + 'Overflow Beds'

- **Inventory Counts**

- The projects **TOTAL Unit / Bed** inventory must be further broken down **for each** Household (HH) Type selected on the 'Project Details' page, to indicate:
 - Adults w/ Children HH:
 - How many UNITS
 - How many BEDS are available for that HH Type
 - Adult Only HH:
 - How many BEDS are available for that HH Type

- **Subpopulation Dedicated Beds**

- Typically N/A – No Subpopulation Dedicated Beds is selected ~ **UNLESS** a project receives **specific funding to serve** Chronically Homeless, Veterans, or Youth (CoC PSH funds, VA funding, etc.)
- Beds **dedicated** to Chronically Homeless, Veterans, or Youth ~ **Can ONLY be occupied by persons in that homeless subpopulation!!**

➤ **MD BoS PIT / HIC Portal: Review of Bed Inventory**

Review the counts in each individual box & **confirm** they **accurately reflect the TOTAL # of beds for the project**. If they do not, go back to the previous page to make corrections.

- **Overall Beds:** Based on the information entered on the previous page, the **projects TOTAL Bed Inventory** should equal the number shown here
- **Single Population Dedicated:** These #'s will be zero ~ **Unless** the project has beds dedicated to serve ONLY Chronically Homeless, Veterans, or Youth
 - Chronic Only Beds:
 - Veteran Only Beds:
 - Youth Only Beds:
- **Multiple Population Dedicated:**
 - Chronic Only Beds:
 - Veteran Only Beds:

- Youth Only Beds:
- **Inventory Validation**
 - Click the check box after inventory shown on this page is correct for the project as a whole

• 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
- Whether the project is **HMIS Participating** or **Non-HMIS Participating**

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 addtl 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.)

❖ ES / TH – HMIS Participating Projects:

Run the report **0630 Sheltered – Unsheltered PIT 2025 – v32**, 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 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 **0630 Sheltered – Unsheltered PIT 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 **0630 Sheltered – Unsheltered PIT 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

The screenshot shows a software interface for generating reports. At the top, there is a 'Prompts' section with a 'Refresh Icon' highlighted in a green box and a blue arrow pointing to it. Below this is a search bar and a 'Select Provider CoC Code:' dropdown menu. The main area contains seven numbered prompts:

1. Select Provider CoC Code: (1) MD-514
2. Select Provider(s): (All values)
3. Enter PIT Date PLUS 1 Day: (1) 1/29/2026 12:00:00 AM
4. ~~EDA Provider: (1) -Default Provider-~~
5. Enter effective date (1) 1/29/2026 12:00:00 AM
6. Enter PIT Date MINUS 1 Day: (1) 1/27/2026 12:00:00 AM
7. Enter PIT Date: (1) 1/28/2026 12:00:00 AM

At the bottom right, there is a 'Run' button highlighted with a red arrow and the number 8, and a 'Cancel' button next to it. A 'Mandatory (6) Reset All' button is also visible at the bottom left.

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. Enter PIT Date: 01/28/2026
8. Click Run

➔ [CLICK HERE](#) to view article on the MD BoS HMIS website [0630 Sheltered – Unsheltered PIT Report Description](#)
 (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)

❖ **PSH / RRH / OPH – HMIS Participating Projects:**

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

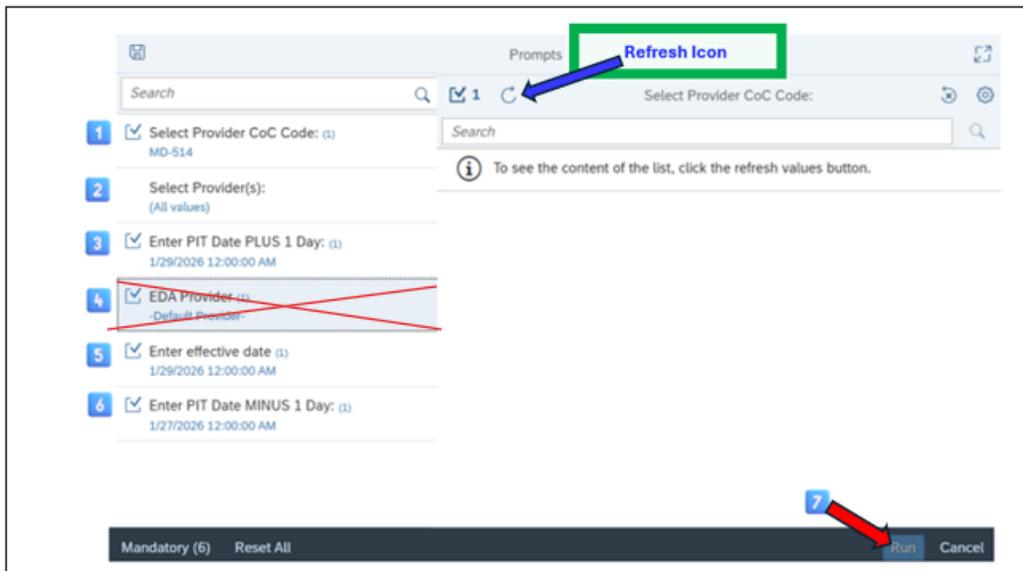
Partner Agency HMIS Point-of-Contact – *Must have an ART/Business Objects license to access this report*

- 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**

 [CLICK HERE](#) to view article on the MD BoS HMIS website [0628 HIC Supplemental Report Description](#) (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)

➤ PIT – Non-HMIS Participating Projects:

The page that populates for recording PIT data will depend on the **Project Type selected** on the 'Project Details' page.

❖ ES / TH – Non-HMIS Participating Projects:

Clients **must have** a project Start Date on or before **1/28/26** to be included in PIT count.

- ✚ It is important that **PIT data** entered here aligns with the projects **HIC data** (HH Type, bed / unit inventory, etc.) entered on previous pages

• Total Homeless Population:

- **County of Project Enrollment**
 - If the project operates in multiple MD-514 counties – select the county that is true for the majority of clients enrolled in project
- **In the applicable HH Type column**, enter demographic information for clients served in each project

Household (HH) Type Reminders

Adult with children under age 18 (i.e., Families):

- Must have at least two (2) people in HH; **and**
- There is a least one:
 - HH member **over** age 18; **and**
 - HH member **under** age 18
- On the projects Entry assessment – the person marked as the Head-of-Household **must be** at least 18yrs of age

Adults w/o children under age 18:

- Everyone in the HH is 18yrs of age or older
- HH can be comprised of:
 - Single person that is 18yrs of age or older; or
 - At least one adult & dependents are all 18yrs of age or older

Children under age 18 unaccompanied by adults:

- Currently there **are not** any projects in the MD BoS CoC that have reported receiving federal funds to ONLY serve persons in this category (i.e., YHDP, RHY, etc.)

• Sub-populations Served on the Night of the Point in Time Count:

- **Did your project serve any Veterans?**
 - **Yes:** If 'Yes' is selected – fill in the required client veteran data
 - No
- **Did your project serve any youth households (where all members were under 25 years of age)?**
Yes / No

• Adult Homeless Sub-populations:

- Per HUD, **only adults 18 and older** are included for counts of:
 - Serious Mental Illness
 - Substance Abuse Disorder

- HIV/AIDS
- Survivors Victims of Domestic Violence (Currently Fleeing)

❖ **PSH / RRH / OPH – Non-HMIS Participating Projects:**

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

✚ It is important that **PIT data** entered here aligns with the projects **HIC data** (HH Type, bed / unit inventory, etc.) entered on previous pages

• **Total *Housed* Population:**

- **In the applicable *HH Type* column**, enter demographic information for clients served in each project

Household (HH) Type Reminders

Adult with children under age 18 (i.e., Families):

- Must have at least two (2) people in HH; **and**
- There is a least one:
 - HH member **over** age 18; **and**
 - HH member **under** age 18
- On the projects Entry assessment – the person marked as the Head-of-Household **must be** at least 18yrs of age

Adults w/o children under age 18:

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Children under age 18 unaccompanied by adults:

- Currently there **are not** any projects in the MD BoS CoC that have reported receiving federal funds to ONLY serve persons in this category (i.e., YHDP, RHY, etc.)

• **Sub-populations Served on the Night of the Point in Time Count:**

- **Did your project serve any Veterans?**
 - **Yes:** If 'Yes' is selected – fill in the required client veteran data
 - **No**
- **Did your project serve any youth households (where all members were under 25 years of age)?**
Yes / No

• **Adult Homeless Sub-populations:**

- Per HUD, **only adults 18 and older** are included for counts of:
 - Serious Mental Illness
 - Substance Abuse Disorder
 - HIV/AIDS
 - Survivors Victims of Domestic Violence (Currently Fleeing)

Key Terms

Key Term	Acronym (if used)	Brief Definition
HMIS Participating Project		Projects that are either required by a funder to, or the Partner Agency has opted to, enter client level data into the CoC's HMIS
Non-HMIS Participating Project		Projects that does not enter client level data into the CoC's HMIS but are required to provide aggregate client level data to the CoC for reporting purposes. (Example: HUD-VASH, VSP's using a Comparable Database, etc.)
Emergency Shelter	ES	Any facility, the primary purpose of which is to provide temporary or transitional shelter for the homeless in general or for specific populations of the homeless
Transitional Housing	TH	HUD Project Type: Temporary housing with supportive services to individuals and families experiencing homelessness with the goal of interim stability and support to successfully move to and maintain permanent housing.
Rapid Re-Housing	RRH	HUD Project Type: permanent housing that provides short-term &/or medium-term tenant-based rental assistance and supportive services to households experiencing homelessness.
Permanent Supportive Housing	PSH	HUD Project Type: permanent housing that provides housing assistance (e.g., long-term leasing or rental assistance) and supportive services to assist households with at least one member (adult or child) with a disability in achieving housing stability.
Other Permanent Housing	OPH	HUD Project Type: Long-term housing that is not otherwise considered permanent supportive housing or rapid re-housing
Partner Agency		Agencies that are members of the MD BoS CoC & serve persons experiencing homelessness, or near homelessness (as defined by HUD) in the geographic area of MD-514, & have a current 'Partner Agency Agreement' with the HMIS Lead to use the MD BoS HMIS. Partner Agencies can have ' <i>HMIS Participating Projects</i> ' &/or ' <i>Non-HMIS Participating Projects</i> ' in the MD BoC HMIS
Partner Agency HMIS Point-of-Contact	HMIS PoC / PoC	This person(s) is the primary contact between the Partner Agency and the HMIS Lead. They are responsible for ensuring that the Partner Agency adheres to all MD BoS HMIS policies and related procedures.
Business Objects / Advanced Reporting Tool	Business Objects / ART	This is accessed through HMIS and also referred to as 'SAP' The HMIS Lead assigns these licenses to the HMIS PoC
Comparable Database		Used by Partner Agencies that meet the HEARTH Act definition of Victim Service Provider (VSP) &/or have projects that receive specific DV funding.

		A relational database that meets all HMIS Data Standards and the minimum standards of HMIS privacy and security requirements, including HUD's most recent reporting standards and comma separated value (CSV) format specifications.
Victim Service Provider	VSP	<p>A Partner Agencies that is defined as a <i>Victim Service Provider (VSP)</i> by the HEARTH Act.</p> <p>Partner Agencies that meet this criteria are required to use a Comparable Database.</p> <p>If the Partner Agency as a whole is not a VSP – but has projects that receive federal, state, or county funds specific to DV (for example funding from FVPSA, OVC, OVW, or Specialized Housing and Services for Victims of Human Trafficking), those specific projects must also use a Comparable Database.</p>
Housing Move-in Date	HMID	<p>HMID = Date client physically moves into housing</p> <ul style="list-style-type: none"> • Cannot be prior to a Project Start Date • Might be different than date lease is signed
Head of Household	HoH	<p>The HoH is the 'primary' client of the household (HH). This is client that makes the client eligible for services.</p> <p>For example, if the project only serves veterans – the HoH would be the client that is the veteran.</p>
Project Descriptor Data Elements	PDDE	<p>The Project Descriptor Data Elements (PDDE), as defined by HUD, contain basic information about projects in HMIS and help ensure HMIS is a consistent and comprehensive database of information about homelessness. The PDDEs are the 'building blocks' of HMIS.</p> <p>PDDE's are the building blocks of an HMIS.</p>
Project Specific Data Elements	PSDE	<p>The Program Specific Data Elements (PSDE) have been designed by HUD to allow projects to meet data collection and reporting requirements per the HMIS Data Standards.</p> <p>HMIS is required to provide for the collection of these data elements and any changes to PSDEs that may change over time. PSDEs may be collected at project start, update, annual assessment, project exit and/or at every event occurrence and provide additional information about the characteristics of clients, the services they are provided, and project outcomes</p>
Universal Data Elements	UDE	<p>The Universal Data Elements (UDEs), as defined by HUD, establish the minimum data collection requirements for all homeless, and near-homeless, housing and/or service projects entering data into HMIS, <i>regardless of funding source.</i></p> <p>The Universal Data Elements collect information on the basic demographics of the population being served, and therefore are critical to an HMIS's ability to produce the HUD required unduplicated estimates of the number of people at-risk of or currently experiencing homelessness.</p>