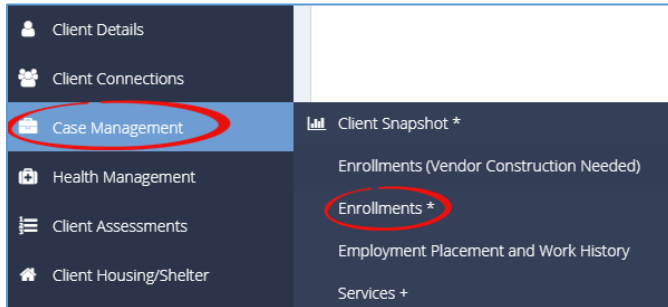


PH Point-in-Time (PIT) Count

Entering the Housing Move-in Date

1. In order to record a housing move-in date, you will need to search for a client as usual. Once you are viewing the client's profile, select the Case Management tab and click Enrollments.



2. Once you are on the client's Enrollment Member Summary page, select the One-Time Field box associated with your PH Project.

A screenshot of the 'Enrollment Member Summary' page. It features a table with the following data:

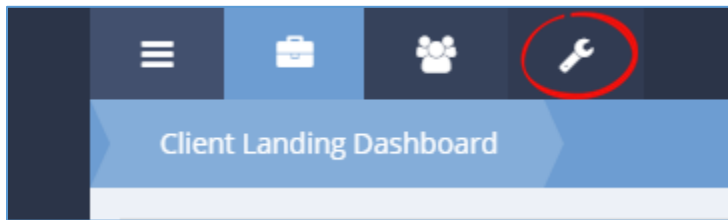
Status	Project Assigned Case Mgr	Project Start- Exit Dates	Family	One Time Fields
Enrolled	Alpha Home RRH	1/3/2019 - Open	Test,Ricky-1999-05-17	<input checked="" type="checkbox"/>

3. At this time you will add the housing move-in date. Once you have entered the date, you may click save at the bottom right hand corner of the screen. You have the option to remove the housing move-in date (if necessary) by checking the "Clear Housing Move-in Date" box.

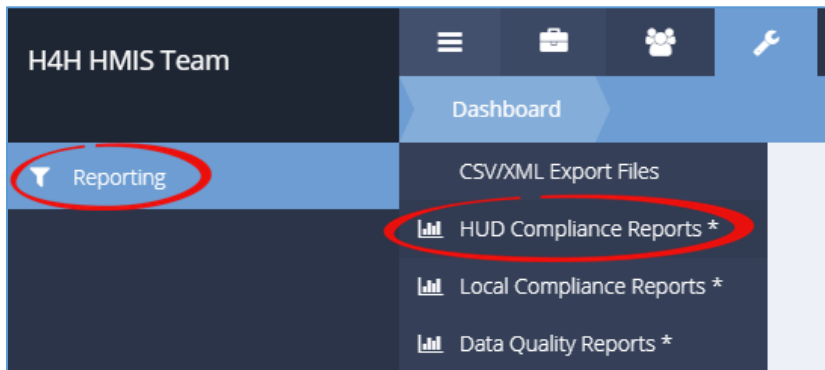
A screenshot of a form for entering a housing move-in date. It includes a yellow label 'Housing Move-In Date' with a red star, a date input field containing '01/03/2019', a calendar icon, and a checkbox labeled 'Clear Housing Move-In Date' which is currently unchecked.

Running the APR

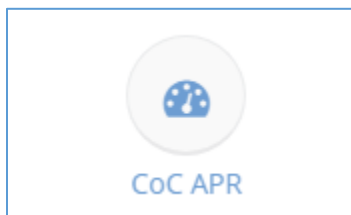
1. Navigate to the Administration Workspace (wrench icon).




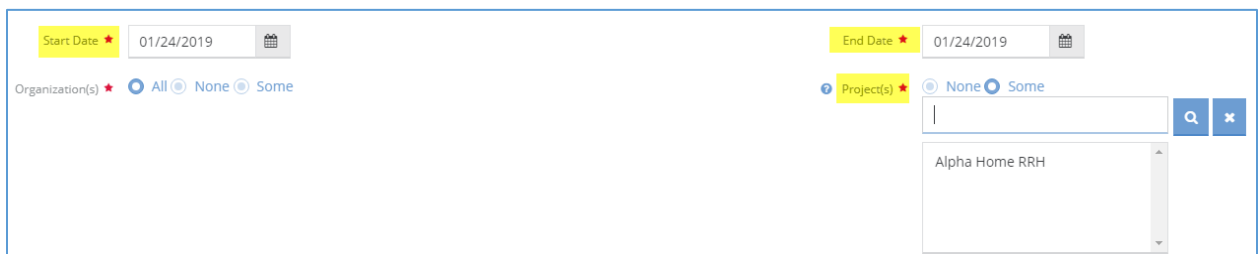
2. Click Reporting and select HUD Compliance Reports.




3. Select the CoC APR icon.



4. Select the highlighter information. Select "Some" for Project(s) and select your project from the list. Select 01/24/2019 for the Start Date and End Date. Click  in the bottom right hand corner.

A screenshot of a report configuration form. It has two date pickers: "Start Date" and "End Date", both set to "01/24/2019". Below the date pickers are radio buttons for "Organization(s)": "All", "None", and "Some". To the right, there are radio buttons for "Project(s)": "None" and "Some". Below these is a search box with a magnifying glass icon and a close icon. A dropdown list shows "Alpha Home RRH".

- Once the report appears, click the Client Detail Sub Report link. This will take you to the client level data.

CoC APR


Run by Nina Gall - H4H HMIS Team on 1/3/2019 at 11:13 AM

Date Range: 1/24/2019 to 1/24/2019
Organization(s) Select All

Program(s) Alpha Home RRH

Q4a: Project Identifiers in HMIS

Data Element	Value
Organization Name	Select All
Organization ID	0
Project Name	Alpha Home RRH
Project ID	723
HMIS Project Type	PH - Rapid Re-Housing
Method for Tracking ES	
Is the Services Only (HMIS Project Type 6) affiliated with a residential project?	
Identify the Project ID's of the housing projects this project is affiliated with	

[Client Detail Sub Report](#)

- Within the Sub Report, scroll all the way to the right hand side of the window. You will see a column titled "Move in Date". Clients currently enrolled who have a date in this column of January 24th or earlier will be counted in the Point-in-Time Count.

Exit Destination (HUD Program - Latest)	Move in Date (HUD Program - Latest)	Lenth to Move In (BeginDate - Move in Date)	Move In Info PSH RRH
N/A			
N/A			
N/A			
N/A			
N/A			
N/A			
N/A			
N/A	1/3/2019	0	

If you have any questions please reach out to the HMIS Team by submitting a ticket to HMIS.Support@havenforhope.org and an HMIS Team Member will be happy to assist you.