



This document is for agencies entering Point in Time (PIT) Count Data into HMIS using the Commerce Clarity system. General PIT Surveyor Instructions are available on the Commerce Annual Point in Time Count Webpage: <http://www.commerce.wa.gov/serving-communities/homelessness/annual-point-time-count/>

Point in Time Count Data Entry Instructions for Clarity HMIS

HMIS Written Consent Policies

Page 1

All agencies participating in HMIS data entry must follow the HMIS Consent Law.

Unsheltered Count

Page 1

Unsheltered and doubled-up (optional) surveys are entered into the lead PIT agency's HMIS. Clients are entered into a temporary "PIT Count" program in HMIS.

Sheltered Count – Non-year-around HMIS Transitional Housing or Emergency Shelter Programs ***Page 5***

Surveys are entered into temporary "shell" (PIT) programs in HMIS. There will be a shell PIT program for each housing type.

Sheltered Count – Year-around Participating HMIS Transitional Housing & Emergency Shelter ***Page 5***

Whatcom county agencies: contact your local HMIS admin, Katie Sly (Katie_sly@whatcomhsc.org), for special instructions as you will have an additional program record assessment to complete.

Transitional Housing (TH) regularly using HMIS (year-around participants) for TH program entry are automatically counted in the Point in Time Count. No additional data entry is required. (Whatcom county users will receive additional instructions from their local HMIS admin.)

Emergency Shelters (ES) regularly using HMIS (year-around participants) for ES program entry are automatically counted in the Point in Time Count. No additional data entry is required except for Night by Night or Minimal Entry shelters---they will need to do an additional program record assessment.

Night by Night or Minimal Entry Shelters (ES-NBN or Min) will have to complete the "[2017] WA PIT Housed – Minimal or NBN Assessment" located within the program record.

HMIS Written Consent Policies

All agencies entering data into HMIS must follow the Commerce's written [consent policies](#) and the WA [HMIS Consent](#) and [Count](#) Laws. Since homeless individuals are being entered into HMIS for the count, they will need to sign the **HMIS consent form**. This consent section is on the [PIT survey forms](#).

Important: DO NOT enter name, birth day, or birth month if a household member is: 1) in a DV agency; 2) currently fleeing or in danger from a domestic violence, dating violence, sexual assault or stalking situation; 3) has HIV/AIDS or 4) anyone you do not have written informed consent from (signature on first page of PIT survey form or previously signed HMIS consent form). However, a signature is not needed to collect other information. All homeless households and individuals in those households (adults and minors) should be entered.

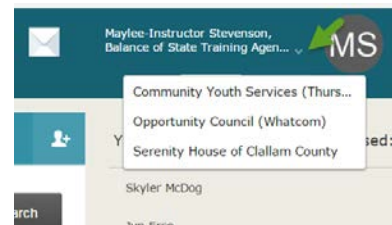
If a client refuses to sign the PIT survey form, all household information (adults and minors) will still be entered into HMIS without any personally identifying information such as name, full date of birth, and any other information or combination of information that can be used to identify the client. For Consent Refused Data Entry guidance and instructions, refer to the [HMIS Guidance for Domestic Violence and Consent Refused Providers](#) (PDF) and [Consent Refused HMIS Data Entry Guide - Step-by-Step](#) (PDF) found on the HMIS Webpage: www.commerce.wa.gov/hmis

All Domestic Violence Housing Programs clients will be Consent Refused and follow our [Consent Refused guide](#).

If you have any questions please contact Ian Kinder-Pyle at ian.kinder-pyle@commerce.wa.gov or 360/725-2976.

Unsheltered Count

If you do data entry for more than one Agency in HMIS, remember to switch your agency profile so you are in the correct agency BEFORE you start data entry. Failure to switch into the correct agency will result in client data being entered and counted incorrectly.



1. Client Search

If your household is "Consent Refused" – STOP. Please follow this guidance: [Consent Refused HMIS Data Entry Guide - Step-by-Step](#) (PDF) and [HMIS Guidance for Domestic Violence and Consent Refused Providers](#) (PDF) to create a client profile. Then skip to Step 1.b: Link Household members.

From the Search tab [search for all household members](#). A single person is their own household and head of household.

To select a client, hover over the name and click the Edit link that appears or click on the name if it auto pops up.

	Date of Birth	Last Four SSN	Last Updated
Edit Maylee Awesomepossum (Alias: 195EDC571)	01/01/80	0000	12/19/16
Maylee Undup Test (Alias: FCE3ED606)	01/01/70	0000	12/19/16

If the household is already in HMIS, check to see that their information is up to date and then move to step 2. If the household is not in HMIS, follow the instructions below.

- a. [Create a Client Profile](#) for each household member.

- I. Remember: If anyone in the household indicates they are a victim of domestic violence, disclosed they have HIV/AIDS, is unaccompanied youth under 18 yrs. of age, or refuses to consent to having their personal identifying information entered into HMIS, then everyone in the family should be "Consent Refused" (no personal identifying information entered). For creating Consent Refused Client Profiles, follow our [HMIS Consent Refused Data Entry Guide](#).
- II. Click on the icon to create new client profile.

CREATE A NEW CLIENT

Social Security Number	<input type="text"/> - <input type="text"/> - <input type="text"/>	If no number(s), input zeros.
Quality of SSN	<input type="text"/>	
Last Name	<input type="text"/>	If no name, they are consent
First Name	<input type="text"/>	refused and follow those
Quality of Name	<input type="text"/>	instructions instead.
Quality of DOB	<input type="text"/>	If estimating age, choose
Date of Birth	<input type="text"/>	"Client Refused" and
		01/01/estimated 4 digit year.
		Choose Approximate if they
		gave you a partial DOB.
Alternate Client ID and/or Also Known As and/or Alias	<input type="text"/>	
Gender	<input type="text"/>	Choose what applies.
Race	<input type="text"/>	Veteran Status only
Ethnicity	<input type="text"/>	shows if age is 18 years
Middle Name	<input type="text"/>	or over.
Name Suffix or Prefix	<input type="text"/>	Middle Name and Suffix
		can be blank.
<input type="button" value="Add record"/> or Cancel		

- III. Social Security Number: If you have a SS#, enter it. Otherwise, enter zeros (you can't leave blanks), and pick the appropriate SS# quality choice.
- IV. If no year of birth was provided please estimate their age. Input 01/01 as the month and day and the estimated year (4 digits). In the DOB quality field choose "Client Refused."
- V. If Veteran Status is "yes", a list of Theatre's of Operation will appear as well as year entered and year separated from military service. Select "Data not collected" for all Theatre's of Operation and enter 9999 for year entered and year separated from military service.
- VI. After creation, write the HMIS generated Unique Identifier number on the top of the PIT count form. This is especially important for Consent Refused clients.
- VII. For all client profiles, copy and paste the Unique Identifier number into the Alternate Client ID and/or Also Known As and/or Alias field to make it easily searchable in the future.

Date of Birth	01/01/1993	Adult Age: 24
Unique Identifier	D77D9E37D	
<div>Copy this and paste it here</div>		
Alternate Client ID and/or Also Known As and/or Alias	D77D9E37D	

- b. [Link Household Members](#). A single person is their own household and head of household. Skip to Step 2. Otherwise, [link the household members](#) to make them a household.
 - I. From the Head of Household Client Profile, click on the orange Manage button next to the header Household Members.

Jyn Erso

Profile History Programs Assessments Notes Files Location

WA General Intake

CLIENT PROFILE

Social Security Number XXX - XX - XXXX

Quality of SSN Client refused

Last Name Erso

First Name Jyn

Quality of Name Full name reported

Quality of DOB Approximate or partial DOB report

Date of Birth 01/01/1993 Adult Age: 24

Unique Identifier D77D9E37D

Alternate Client ID and/or Also Known As and/or

Household Members

No active members

Active Programs

BoS Night by Night

Assigned Staff

MS

- II. From the bottom right side, hover over the client you want to add and click the Add link. If you do not see them listed, use the Household Members Search field to find them.
- III. In the Add to Household box, leave Member Type at NOT SET. Start Date is the date of the PIT Count. Be sure to add each household member.

Jyn Erso

Be on the Head of Household when you start.

Profile History Programs Assessments Notes Files Location

HOUSEHOLD MANAGEMENT

Search for a Household Member

Enter PIT Count Date

Member Type Not Set

Start Date 01/20/2017

Search

Save

Household Members

No active members

Hover over and Add. Don't click on the name or you'll leave this page.

Your recent client searches accessed:

Casian Andor 0000

Baze Malbus Undup 0000

Chirrut Imwe Undup 0000

MS

- IV. "No active members" will be replaced with the names of the household members you added and the head of household will have a star next to their name.

2. Program Enrollment

[Enroll the household into the program.](#) From the Head of Household Client Profile, click on the Program tab. Under Available Programs, pick the appropriate "PIT Count" program by click on the drop down arrow for it.

Jyn Erso

Profile History Programs Assessments Notes Files Location

PROGRAM HISTORY

	Start Date	End Date	Type
BoS Night by Night Balance of State Training Agency	01/19/2017	Active	Individual

PROGRAMS: AVAILABLE

BoS 2017 PIT Count

Other

BoS 2017 PIT Housed

Other

Household Members

Casian Andor

Active Programs

BoS Night by Night

Assigned Staff

MS

Be sure to check the box next to all other household members. Then choose the Enroll button.

The screenshot shows the 'BoS 2017 PIT Count' assessment form for client Jyn Erso. The form has tabs for Profile, History, Programs, Assessments (selected), Notes, Files, and Location. The 'Active Clients' section shows a circular gauge with '2 CLIENTS' and a breakdown of 0% Families and 100% Individuals. The 'Funding Source' is N/A, and 'Service Categories' includes Case Management. Under 'Include group members', the checkbox for 'Cassian Andor' is checked. At the bottom right, the 'Enroll' button is highlighted with a green arrow.

Fill in all the answers from the client's completed PIT form.

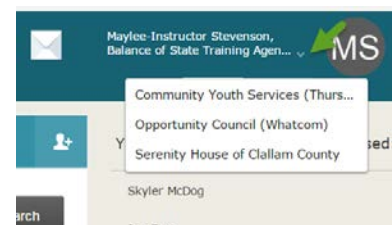
Choices are auto filtered based on your answers.

If you skip a required question it will not let you save. If the household is an individual, Save and Close. Save and Next to move on to the next household member(s) questions.

Once you have completed all household members and saved, you are done.

Sheltered Count – Transitional Housing or Emergency Shelter Programs not in HMIS

If you do data entry for more than one Agency in HMIS, remember to switch your agency profile so you are in the correct agency BEFORE you start data entry. Failure to switch into the correct agency will result in client data being entered and counted incorrectly.



Complete Steps 1 and 2 from the Unsheltered Count section (page 1) to enter the household into HMIS. In Step 2, you will enroll the household into the shell (PIT) program as appropriate. You should be able to tell from the program name what type of program it is (TH or ES) and if it's a PIT shell program ("PIT" in parentheses will be part of the program name). Do not confuse your TH or ES program with the Unsheltered "PIT Count" program.

Sheltered Count – Year-round Participating HMIS Transitional Housing & Emergency Shelter

Transitional Housing (TH) participants active in an HMIS program are automatically counted in the Point in Time Count. No additional data entry is required. Please check to make sure that all Transitional Housing clients enrolled on the night of the PIT count are active in HMIS with all of their Program Entry questions answered. If a client enrolls into TH on the night of the PIT count, enter them into HMIS as you normally do.

Emergency Shelter (ES) participants active in an HMIS program on the night of the PIT count are automatically counted in the Point in Time Count. No additional data entry is required. Please check to make sure that all Emergency Shelter clients enrolled on the night of the PIT count are active in HMIS with all of their Program Entry questions answered. If a client enrolls into ES on the night of the PIT count, enter them into HMIS as you normally do.

Night by Night or Minimal Entry Emergency Shelter (covered year-round by HMIS)

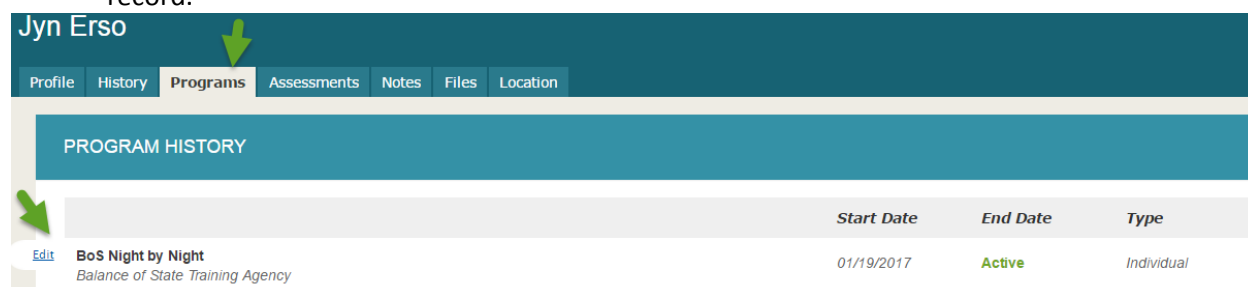
These Agency Programs have additional data entry to complete for the PIT count.

Type	Agency Name	Program Name
Night by Night	Community Youth Services (Thurston)	CYS2163-Cold Weather Shelter
Night by Night	Community Youth Services (Thurston)	CYSYoung Adult Shelter
Night by Night	Family Support Center	FSC2163-Cold Weather Shelter
Night by Night	Catholic Community Services (Grays Harbor)	GHYOvernight Youth Shelter
Night by Night	Interfaith Works	IFWOne Night Stay Shelter
Night by Night	Love Overwhelming Inc.	LOILow Barrier Shelter
Night by Night	Skagit Valley Family YMCA	OTSOasis Teen Shelter
Night by Night	Coastal Community Action Program (Pacific)	PCCOvernight Winter Lodging (OWL)
Night by Night	Serenity House of Clallam County	SHCNight-by-night Shelter
Night by Night	Salvation Army (Thurston)	VATCold Weather Shelter
Minimal Set Up	HA Grant County	HAGRecording Fee Voucher Program
Minimal Set Up	Interfaith Works	IFWInterfaith Works Emergency Overnight Shelter

Enter your household(s) into HMIS and mark their attendance as you normally do.

In addition to your normal data entry, you will need to answer the additional questions in the “[2017] WA PIT Housed – Minimal or NBN assessment” located in the program record following these instructions:

1. From the Head of Household (a single person is their own head of household), click on the Program tab. Hover over the program name and choose the Edit link to open the program record.



Jyn Erso

Profile History **Programs** Assessments Notes Files Location

PROGRAM HISTORY

	Start Date	End Date	Type
Edit BoS Night by Night Balance of State Training Agency	01/19/2017	Active	Individual

- Click on the Assessments sub tab located under the program record name. Click the Start button for the “[2017] WA PIT Housed – Minimal or NBN assessment. Input the answers from your PIT form and Save.

Jyn Erso

Profile History Programs **Assessments** Notes Files Location

PROGRAM: BOS NIGHT BY NIGHT

Enrollment History Provide Services Assessments Notes Files End

Assessments [Link from Assessments](#)

Status Update Assessment	Start
Annual Assessment	Start
[2017] WA PIT Housed - Minimal or NBN	Start

Assessment History

Casian Andor

Profile History Programs **Assessments** Notes Files Location

PROGRAM: BOS NIGHT BY NIGHT

Enrollment History Provide Services Assessments Notes Files

[2017] WA PIT HOUSED - MINIMAL OR NBN

Assessment Date	01/20/2017
Relation to Head of Household	Select
Domestic Violence Survivor	Select
Chronic Substance Abuse	Select
Developmental Disability	Select
Mental Health (Substantial & Long-Term)	Select
Chronic Health Condition (Permanently Disabling)	Select
HIV/AIDS (record should be consent refused)	Select

Save or [Cancel](#)

- For additional household members, you'll have to go to the client's profile and repeat Steps 1 and 2 for each household member. Then you are done.

Additional count forms, guidelines and instructions can be found on our website

<http://www.commerce.wa.gov/serving-communities/homelessness/annual-point-time-count>.