

How to complete the non-hmis data collection form for DOH outreach and warming center programs:

Link to smart sheet data collection form:

<https://app.smartsheet.com/b/form/3bb60ca2dc034e608a6e7c2605aaf5b7>

1. Take a minute to read the summary
2. Complete each data entry field. If you don't know the person's HMIS ID that is fine, you can leave that blank.
3. We will need the full name, DOB and SSN however in order to remove duplicates on the night of the PIT count.
4. You will complete a separate data entry form for each person encountered on the night of PIT including all family members, those under 18 and over 18.

2023 PIT Data Collection

This form is for non-HMIS programs to submit information about people served by their program on the night of the 2023 Point in Time (PIT) count. **Please complete this form for each person**, including all household members such as children and spouses.

CLIENT INFORMATION

Please enter the person's HMIS Client ID (if known)

First Name *

Last Name *

DOB

SSN
Enter numbers only.



5. For each person encountered provide the demographic information below.

Age *

minor under age 18 youth age 18-24 adult 25-34
 adult 45-54 adult 55-64 adult over 64

Is this person a veteran of U.S. uniformed services? *

No Yes

Race *

White
 Black, African American or African
 Asian or Asian American
 Native American, Alaskan Native, or Indigenous
 Native Hawaiian or Pacific Islander
 Multiple Races

Ethnicity *

Hispanic/Latin(a)(o)(x)
 Non-Hispanic/Non-Latin(a)(o)(x)

Gender *

Male
 Female
 Transgender
 A gender that is not singularly female or male
 Questioning

6. For Household type – a household can be a person presenting alone, or a household of more than one person.
- a. **Household with adults and children** means that the person is part of a household where there is **at least one person over 18 and one person under 18**. – examples:
 - i. 30-year-old parent with an 11-year-old and an 18-year-old
 - ii. 32-year-old parent; 29-year-old parent and 17-year-old child
 - iii. 55-year-old grandparent; 24-year-old adult child with a 5-year-old child/grandchild
 - b. **Household with adults only** means **everyone in the household is 18 or over**. This can be a single person or multiple adults presenting together – examples:
 - i. 45-year-old parent and their 19-year-old adult child
 - ii. Two cohabitating adults
 - iii. Single adult 18 or older
 - c. **Single adult household** can be used as an option when there is just one person 18 or over. **You could also use option ‘b’ to represent this household type.**

What is this person's household type? *

household with adults and children

household with adults only

single adult household

What is this person's relation to the head of household? *

self

child under 18

other adult 18 and over

7. The program information and user information is below. There are only a select list of programs who will be using this form. If you do not see your program in this list please contact the nutmeg help desk at: help@nutmegit.com

PROGRAM INFORMATION

Program Name *
Select the name of your program from the list.

Name of the person submitting this form *
Please enter your name in the space below.

E-mail of the person submitting this form. *
Please enter your e-mail address below.

- After hitting submit you are done with this first step. **Nutmeg will be importing the data into the PIT App. Once we have completed that step, we will contact all users who provided their email contact on the form.**
- Your next task will be to confirm your data in the PIT App. You will log into the PIT App and click on the 'unsheltered count' button

Home / PIT

Point-In-Time Count 2023

To help simplify data verification and entry, Sheltered and Unsheltered counts have been separated. Please select an area to work in:

- You will then locate your program and click on the pencil icon to edit

HMIS Program ID	HMIS Particip?	Region	Agency	Program	Type	Pop Count	Qual hh / persons % ^⓪
2516		Greater Bridgeport	PIT - Non HMIS Projects	ODFC Non-HMIS Unsheltered Outreach(SO)(PITOnly)	HO	👤 14 / 🏠 14	/

- For each table make sure to check the data for accuracy and enter '0' into any blank fields.
- Check the Additional Homeless Population data and provide the counts for each category if known.

Additional Homeless Populations

Additional Homeless Populations

Adults with a Serious Mental Illness

Adults with a Substance Use Disorder

Adults with HIV/AIDS

Adult Victims of Domestic Violence

- After confirming the data click on the certification and save

Certification

I am not finished entering data, and wish to save my place to continue later,
 - or -
 These counts appear to be incorrect, and I will come back after making the appropriate changes in HMIS.

I hereby affirm that these counts have been verified and are accurate.