

# 2026 Point in Time Preparation Overview

December 16, 2025



# Agenda

- Overview of the Point In Time count
- Requirement for ES-NbN
- Requirement for ES-EE, SH, and TH
- Shelter (ShelterPoint) Vs. Enrollments
- Workflows
- Reviewing PIT Collected Data
- PIT Report
- Official Count Overview / Next Steps
- Helpdesk Links
- Questions

# Point in Time Overview

Continuums of Care (CoCs) across the country undertake community-wide efforts to collect information on the number and characteristics of individuals and families experiencing homelessness to help recognize shifts and trends within the homeless population and plan how to allocate federal funds best to meet the area's needs. This is done through the annual Point in Time Count.

**This year the count will be on January 22nd, 2026.**

Agencies that operate the following project types are required to participate in the count of sheltered persons:

- Emergency Shelter – Night-by-Night
- Emergency Shelter – Entry/Exit
- Transitional Housing
- Safe Haven

Identify what projects at your agency are required to participate in the count:

<https://hmis.allchicago.org/hc/en-us/articles/11334513999636>



# Point in Time Overview

In 2024, HUD required that HMIS data be used exclusively for HMIS participating projects. This HMIS data via the PIT will also be cross-referenced with other HUD reports for consistency such as the LSA and SPM.

For the 2026 PIT, all HMIS participating projects must have data in HMIS that accurately reflects their bed occupancy on 1/22/2026. This may present a challenge for some Emergency Shelter projects.

The purpose of this webinar is to ensure Emergency Shelters, Transitional Housing, and Safe Havens are aligned with the HUD data expectations in preparation for the 2026 Point in Time in January. Please make sure to distribute the following materials to your end users.



# Emergency Shelter NbN Requirement

**Emergency Shelter projects operating under the Night-by-Night model** have unique requirements for the PIT Count. Unlike other project types, these shelters must demonstrate not only that a client was enrolled but also that the client received a service on the night of January 22, 2026. This is because HUD requires confirmation of actual bed utilization for each night.

## Emergency Shelter – Night-by-Night

Any agencies that operate an Emergency Shelter – Night-by-Night project will be required to ensure that their Shelter list (ShelterPoint) and Enrollments (Entry/Exit) are accurate on the day of the PIT.

### **Clients included in the count:**

Are still checked into Shelters on or before the PIT

Have a complete and open Enrollment (Entry/Exit) with a start date on or before the PIT

### **Clients not included:**

Should be checked out before the PIT

Should have a complete enrollment with an exit date before the PIT

# Emergency Shelter Entry/Exit Requirement

**Emergency Shelter projects operating under the Entry/Exit model, as well as Transitional Housing (TH) and Safe Haven (SH) projects**, have different requirements for the PIT Count compared to Night-by-Night shelters. For these project types, HUD only requires confirmation that the client was actively enrolled on January 22, 2026. This means that if a client's enrollment spans the PIT date, they will be included in the official count—even if no service is recorded for that night.

## Emergency Shelter – Entry/Exit, Transitional Housing (TH), and Safe Haven (SH) projects

Any agencies that operate an Emergency Shelter – Entry/Exit project will only be required to ensure that their Enrollments (Entry/Exit) are accurate on the day of the PIT.

### **Clients included in the count:**

### **Clients not included:**

*Shelters is not a requirement*

Have a complete and open Enrollment (Entry/Exit) with a start date on or before the PIT

Should have a complete enrollment with an exit date before the PIT

# Shelters vs. Enrollments

- Projects funded by HUD as **Emergency Shelter – Entry/Exit, Transitional Housing, and Safe Haven** projects are required to have clients enrolled via the Entry/Exit method. Full client records are required at the time of project entry.
  - Utilizing Shelters for these projects is **not a requirement and does not provide any valid data for HUD's purposes**. Projects with an internal workflow that prioritizes Shelter entries over enrollments are likely under-reporting client activity.
- **Any** Emergency Shelter projects that are funded by DFSS are required to complete enrollments for clients via the Entry/Exit method as Quarterly reporting is tied to the values located in enrollment assessments.
- Emergency Shelter – Entry/Exit projects that have internal processes/workflows that have prioritized utilizing ShelterPoint over enrollments are encouraged to reach out to [Helpdesk@allchicago.org](mailto:Helpdesk@allchicago.org) for assistance with making this workflow adjustment.



# Entry/Exit (Enrollment) Workflow

Emergency Shelter – Entry/Exit, Transitional Housing, and Safe Haven

1. Navigate to client record
2. Click Add Entry/Exit through the Summary or Entry/Exit tab
  - a. Households: Include other members if necessary
  - b. Provider: Select the appropriate project
  - c. Type: Select HUD (*PATH, VA, RHY*)
  - d. Project Start Date: The date of enrollment
  - e. Save and Continue
3. Complete the Entry Assessment
4. Make sure to complete the other Household members' assessments as well

Client - (254) Client, Training

Mass Visibility Update

(254) Client, Training

Release of Information: None

-Switch to Another Household Member- Submit

Client Information

Service Transactions

Summary Client Profile Households ROI Entry / Exit Case Managers Case Plans Assessments

Added to the system 11/28/2023 08:36 PM

Name	Client, Training	Social Security	000-00-0000
Date of Birth		U.S. Military Veteran?	No (HUD)
Race and Ethnicity			
Gender			

Households

ID	Type	Head of Household	Relationship
220	Couple With No Children		
	*Client, Training	Yes	Self
	Client, Test	No	Head of household's spouse or partner

Search Existing Households Start New Household

Entry/Exits

Program	Type	Project Start Date	Exit Date
All Chicago - Emergency Shelter Project (TEMPLATE)	HUD	12/12/2023	

Add Entry / Exit Showing 1-1 of 1



# Entry/Exit (Enrollment Exit) Workflow

Emergency Shelter – Entry/Exit, Transitional Housing, and Safe Haven

1. Navigate to client record
2. Locate enrollment through the Summary or Entry/Exit tab
3. Click the pencil icon to the left of the Exit Date column
4. Include other exiting Household members
5. Enter exit date, reason for leaving, and exit destination
6. Complete exit assessment with updates if necessary


Client - (254) Client, Training Mass Visibility Update

(254) Client, Training Release of Information: None -Switch to Another Household Member- Submit


Client Information Service Transactions

**Summary** Client Profile Households ROI **Entry / Exit** Case Managers Case Plans Assessments

Added to the system 11/28/2023 08:36 PM

Name	Client, Training	Social Security	000-00-0000	
Date of Birth		U.S. Military Veteran?	No (HUD)	
Race and Ethnicity				
Gender				

Households			
ID	Type	Head of Household	Relationship
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Entry/Exits			
Program	Type	Project Start Date	Exit Date
All Chicago - Emergency Shelter Project (TEMPLATE)	HUD	12/12/2023	

Add Entry / Exit Showing 1-1 of 1

Search Existing Households Start New Household

# Shelters (formally ShelterPoint) Workflow

## Emergency Shelter – Night by Night

To create a Shelters Entry:

1. Navigate to the Shelters module
2. Select the relevant provider and unit list
3. Check Client in
  - a. Click the bed icon or the EMPTY link of the desired bed to search for a client
  - b. Include other Household members by checking the box and assigning them to a unit
  - c. Save and Exit

**View Shelter Inventory**

Provider \* All Chicago - Emergency Shelter Project (TEMPLATE) (883) Search My Provider Clear

Unit List \* Emergency Shelter

Type Emergency Shelter

**Shelter Inventory Information**

Unit List - Emergency Shelter

Date In	Floor	Room	Bed	Hold	Client	Date of Birth	Gender
<input type="checkbox"/>	Fifth Floor	Suite 504	Bed 001	Hold	EMPTY		
<input type="checkbox"/>	Fifth Floor	Suite 504	Bed 002	Hold	EMPTY		
<input type="checkbox"/>	Fifth Floor	Suite 504	Bed 003	Hold	EMPTY		

# Shelters (formally ShelterPoint) Workflow

## Emergency Shelter – Night by Night

Double check that Household members that should be associated have the same Group ID!

Unit List - Emergency Shelter

Display All Beds ▾ Sort By Floor ▾ Ascending ▾ [Sort](#)

Date In	Floor	Room	Bed	Hold	Client	Date of Birth	Gender	Group ID	Conf.	Codes/Notes	On Premises	Exempt from Curfew
 12/12/2023	Fifth Floor	Suite 504	Bed 001		(254) Client, Training			66	Yes		Yes	No
 12/12/2023	Fifth Floor	Suite 504	Bed 002		(7) Client, Test			66	Yes		Yes	No

# Entry/Exit within Shelters Workflow

## Emergency Shelter – Night by Night

*This workflow outlines how to add an enrollment within the Shelters module.*

After checking a client into a bed,

1. Open the client's record by clicking their name under the Clients column of the unit list
2. Navigate to the Entry/Exit tab
3. Add Entry/Exit
4. Complete the Entry Assessment

The screenshot displays the 'Shelter Inventory Information' interface. At the top, there is a 'Unit List - Emergency Shelter' table with columns: Date In, Floor, Room, Bed, Hold, Client, Date of Birth, Gender, Group ID, and Cor. A red box highlights the 'Client' column, and a red arrow points to the 'Client' cell containing '(7) Client, Test'. Below the table is the 'Unit Stay Entry Data' section with tabs: Stay Data, Entry / Exit, Release of Information, and Service Transactions. A red box highlights the 'Entry / Exit' tab. Below the tabs is a reminder: 'Reminder: Household members must be established on Households tab before creating Entry / Exits'. Underneath is an 'Entry / Exit' table with columns: Program, Type, Project Start Date, Exit Date, Interims, Follow Ups, and Client Count. A red box highlights the 'Add Entry / Exit' button at the bottom left of the table. At the bottom of the interface are buttons: Delete This Shelter Stay, Jump to Profile, Save, Save & Exit, and Exit.

# Shelters Check out Workflow

## Emergency Shelter – Night by Night

To check a client out of a bed:

1. Navigate to the Shelters module
2. Select the relevant provider and unit list
3. Select View All
4. Check Client Out
  - a. Click the bed icon with the red circle of the client that needs to be checked out
  - b. Review the date
  - c. Check relevant Household members
  - d. Save and Exit

The screenshot shows the 'Unit Exit Data' interface for '(254) Client, Training'. A table at the top lists beds with columns: Date In, Floor, Room, Bed, Hold, and Client. Two rows are shown, both for 12/12/2023 in Suite 504. The first row is for Bed 001 and the second for Bed 002. A red box labeled '4a' highlights the bed icons in the first two rows, with an arrow pointing to the 'Date Out' field in the form below.

The form below the table is titled 'Unit Exit Data - (254) Client, Training'. A red box labeled '4b' highlights the 'Date Out \*' field, which is set to 12 / 13 / 2023. Below this are several checkboxes: 'On Premises' (Yes), 'Exempt from Curfew' (No), 'Unit Name / Number' (Bed 001), and 'Supplies Returned' (Yes selected). A section titled 'Apply Funds for Service' is collapsed. The 'Household Members' section contains a note and a list of members: '(220) Couple With No Children', '(254) Client, Training (Date In: 12/12/2023 3:49:24 PM) (Primary Client)', and '(7) Client, Test (Date In: 12/12/2023 3:49:24 PM)'. A red box labeled '4c' highlights the checkbox for '(254) Client, Training'. Below this is the 'Default Shelter Assessment' section, which states 'No Shelter Check Out Assessment is specified for this Provider'. The 'Incidents For (254) Client, Training' section shows a table with columns: Start Date, End Date, Incident, Incident Code, Provider, Ban, Site, and Staff. The table is empty, and a red box labeled '4d' highlights the 'Save & Exit' button at the bottom right of the interface.

Date In	Floor	Room	Bed	Hold	Client
12/12/2023	Fifth Floor	Suite 504	Bed 001		(254) Client, Training
12/12/2023	Fifth Floor	Suite 504	Bed 002		(7) Client, Test

Unit Exit Data - (254) Client, Training

**4b** Date Out \* 12 / 13 / 2023 3 : 52 : 45 PM

On Premises Yes

Exempt from Curfew No

Unit Name / Number Bed 001

Supplies Returned  Yes  No

► Apply Funds for Service

Household Members

To update Household members' Check Out data, click on the box beside each name. Note: Household Members who were previously checked out are disabled and appear for informational purposes only.

(220) Couple With No Children

**4c**  (254) Client, Training (Date In: 12/12/2023 3:49:24 PM) (Primary Client)

(7) Client, Test (Date In: 12/12/2023 3:49:24 PM)

Default Shelter Assessment

No Shelter Check Out Assessment is specified for this Provider

Incidents For (254) Client, Training

Start Date	End Date	Incident	Incident Code	Provider	Ban	Site	Staff
No matches.							

Add New Incident

Save Save & Exit Exit

**4d**

# Reviewing PIT Collected Data

Before the PIT Count, agencies must review HMIS data to ensure accuracy and completeness. The PIT report pulls directly from enrollment records, so missing or incorrect information will lead to undercounting. Focus on these critical areas:

- **Enrollment Dates** - Review all active enrollments to confirm they represent clients intended to be counted. Exit clients who are no longer in your project or have not been at your shelter recently.
  - Clients intended to be counted must have a start date prior to the PIT date. Any enrollment with an exit date before the PIT date will not be included.
- **Client Demographics** - Verify that **Date of Birth, Race and Ethnicity, and Sex** are complete.
  - **Important:** The 2026 HUD Data Standards retired the Gender field and replaced it with Sex. Many older enrollments may be missing this value. Missing Sex will completely undermine our ability to report accurately on client demographics.
- **Additional HUD Elements** - Ensure that **Disabling Condition, Veteran Status, and Domestic Violence Survivor** fields are complete for every client intended to be counted. Missing values in these fields will result in incomplete reporting and inaccurate PIT data.



# Sheltered Point in Time Report

Emergency Shelter projects can run the [Sheltered Point in Time 2026](#) report via BusinessObjects. This report is designed to operate based on the Emergency Shelter type so depending on the type will determine where the data in the report is pulled from.

We suggest that all agencies become familiar with this report, and do a practice run with a PIT date of your choosing (any date prior to the date you run the report)

The number of clients in the report should match your records for the PIT date selected. Note that changes you make will not be available for reporting until the next day

Selected Folder

Public Folders / chicago\_live\_folder / Chicago CoC Reports (Secure) / Audit Reports / Point In Time Count /

Title	Description	Last Updated
Archived		Dec 6, 2023 3:32 AM
Sheltered Point in Time 2026 - 2025-12	This report has been created to prov...	Dec 15, 2025 11:11 PM

Prompts

Select Provider(s):

Search

Select Provider(s):  
Please select at least one value

- Enter PIT Date PLUS 1 Day: (1)  
12/5/2023 12:00:00 AM
- EDA Provider (1)  
-Default Provider-
- Enter effective date (1)  
12/2/2023 12:00:00 AM
- Enter PIT Date: (1)  
12/4/2023 12:00:00 AM
- Enter PIT Date MINUS 1 Day: (1)  
12/3/2023 12:00:00 AM

Search

Provider

- Above and Beyond Family Recovery Center(1635)
- Above and Beyond Family Recovery Center - Emergency and Transitional Housin
- Above and Beyond Family Recovery Center - Permanent Supportive Housing(163
- A. B. - PSH(1613)
- Abraham Lincoln Centre(124)
- Abraham Lincoln Centre Center for Working Families(579)
- Access Living Metropolitan of Chicago(844)
- Access Living Of Metropolitan Of Chicago - HPRP(845)
- Ada S. McKinley Community(699)
- Ada S. McKinley Community-ARRA CSBG-MH and SA(705)
- AFC-Community Development Corporation(688)
- AFC-Community Development Corporation Supportive Services(947)

Reset All Run Cancel



# Sheltered Point in Time Report

A few columns to emphasize when reviewing this report:

1. **Group ID** – Make sure that Household members have the same ID number
2. **Exit Date** – Clients counted should have: no end date or has an end date on or after the PIT date
3. All **demographic data** should be corrected within the *Entry Assessment*
  - a. Veteran Status and Sex – These are the only questions found in the *Client Profile*
4. Disabilities Detail – All Clients with a disabling condition should be included in this list, and mismatched data should be corrected.
5. Additional Information – Review **client counts**

Group ID	Client ID	First Name	Last Name	Enrollment/Shelter Start Date	2 Enrollment/Shelter Exit Date	Relationship to Head of Household	Date of Birth	Age	Sex	3 Race and Ethnicity	Disabling Condition	3a Veteran	Domestic Violence Survivor
2885976	285825	bowman	test	1/29/2016		Self	12/1/1981	51	Missing Value	American Indian, Alaska Native, or Indigenous	N	null	Y
1 6016489	548442	Stephanie	Test	1/20/2023		Self	null	null	Missing Value	null	Y	null	null
	548443	Joe	Test	1/20/2023		Child	null	null	Missing Value	null	null	null	null

Project Type	Providers Included in Report	#Households Adult/Child	#Clients AC HH	#Clients A Only	# Clients C Only HH	Client Count
Emergency Shelter - Night-by-Night	All Chicago - Emergency Shelter Project (TEMPLATE)(883)	1	2	2	0	4
Emergency Shelter - Night-by-Night		1	2	2	0	4
Total ALL:		1	2	2	0	4





# Official Count Overview

## Save the Date: 2026 PIT Count

2026 PIT Count is set to take place on the night of:

**Thursday, January 22<sup>nd</sup>**



# Official Count Training

## Official PIT Count Sheltered Staff Training

**All staff who will help the night of the PIT Count (1/22) at emergency shelters, transitional housing programs and Safe Havens are required to attend the DFSS-led PIT Count training:**

Mark your calendars and invite to come:

- Sheltered Training – Wednesday, January 14th from 2:00-3:30PM



# Provider Next Steps

## Timeline Expectations to Update Enrollments in HMIS

- **First round of HMIS provider updates:** Providers review / update their own HMIS project data from Tuesday, Dec 16th – Tuesday, Dec 23rd
- DFSS/ All Chicago review PIT HMIS report– Dec 26th- New Year
- **Second round of HMIS provider updates:** Providers will be alerted in early January of additional updates they have to make in HMIS. Updates should take place from Monday, 01/05 - Friday, 01/09
  - Note: providers will be contacted by DFSS if they must make more updates in HMIS.
- DFSS/ All Chicago review PIT HMIS report (second round) on Monday, 1/12
- **Sites that need to submit a manual tally will be notified by Wed, 1/14** (day of our sheltered training)



# Resource Links

- [2026 Point in Time Count Overview](#)
- [Counts Report](#) – Since Business Objects reports do not reflect real-time data, you may use the Counts Reports in the Dashboard for immediate feedback when completing data corrections.

## Other Links

- [Emergency Shelter LMS Course](#)
- [Adding an Individual Household Member to an Existing Entry/Exit](#)
- [Changing an Existing Project Enrollment or Type](#)
- [Creating/Editing Unit Lists](#)
- [ShelterPoint Guide](#)



# Questions



Thank You

