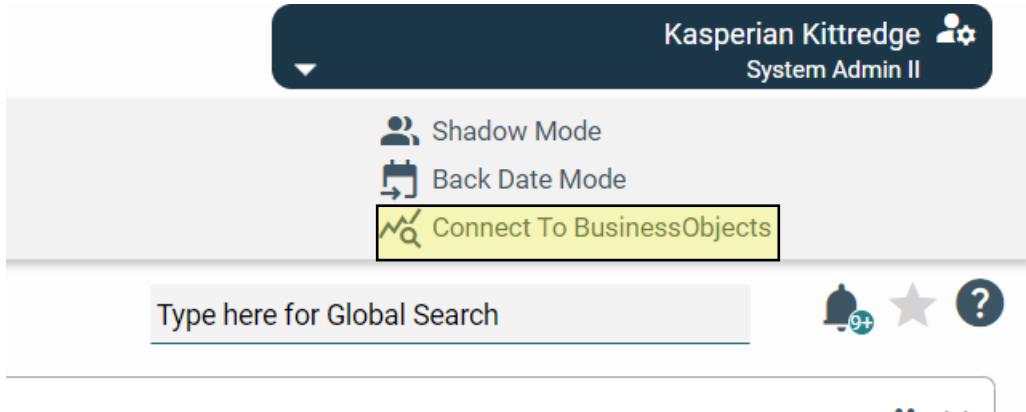


# BusinessObjects PIT PDF Walkthrough

## For HMIS and DVIMS

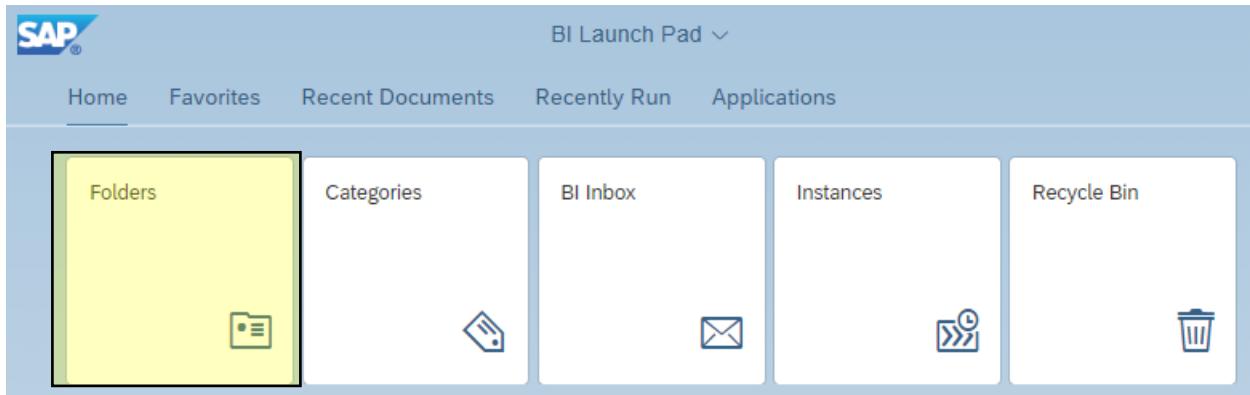
*A gentle reminder that all changes made in HMIS or DVIMS will not be reflected in BusinessObjects until the following day*

- 1) To pull the PIT report for the sheltered PIT file, your first step is to get into BusinessObjects by clicking on the link in the top right-hand corner of your screen in either HMIS or DVIMS.



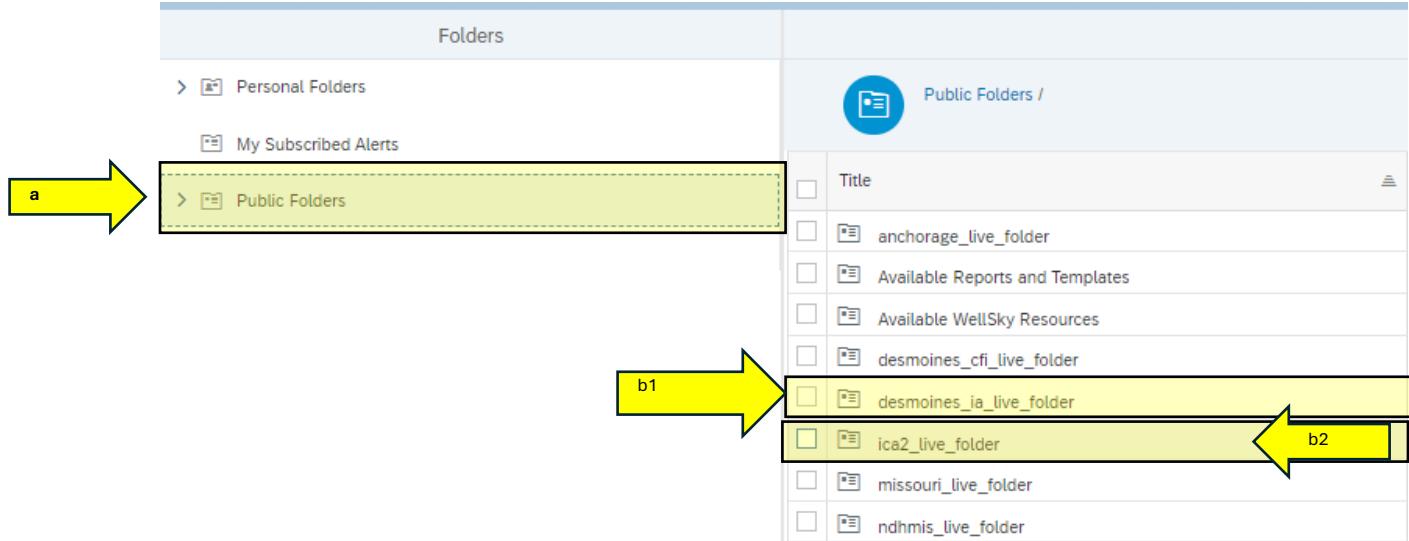
This will open up a new tab in your browser that will connect to BusinessObjects, which is the custom reporting system that we use for both HMIS and DVIMS.

- 2) Next, click on the 'Folders' button at the top of your screen\*.

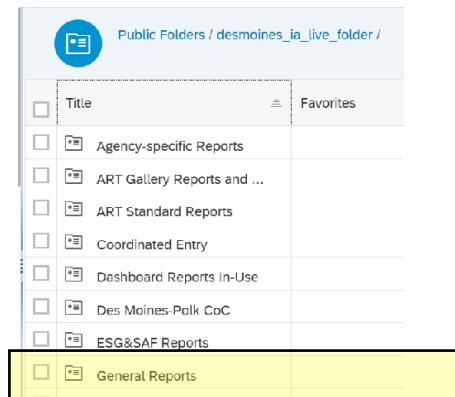


*\*Note that throughout this process, these are screen shots of a System Administrator's view, and so they may look slightly different than what you see. However, the steps outlined are still going to be the same.*

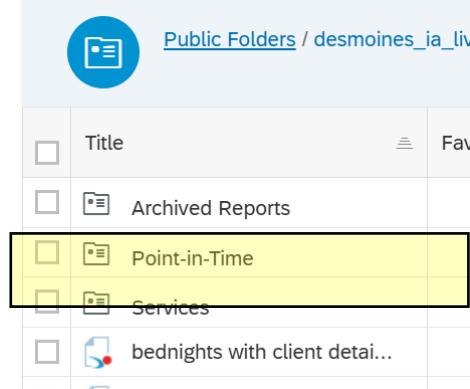
3) Next, you will click on ‘Public Folders’ (a). Following that, if you are HMIS you will click on the desmoines\_ia\_live\_folder (b1), and if you are in DVIMS you will click on the ica2\_live\_folder (b2).



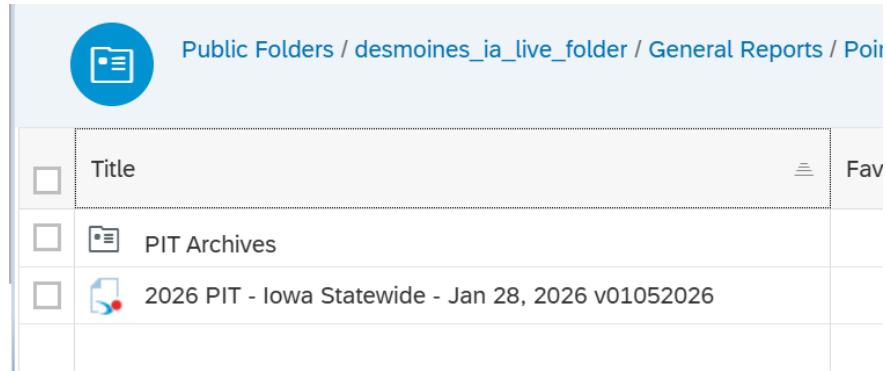
4) Then, you will click on the ‘General Reports’ folder.



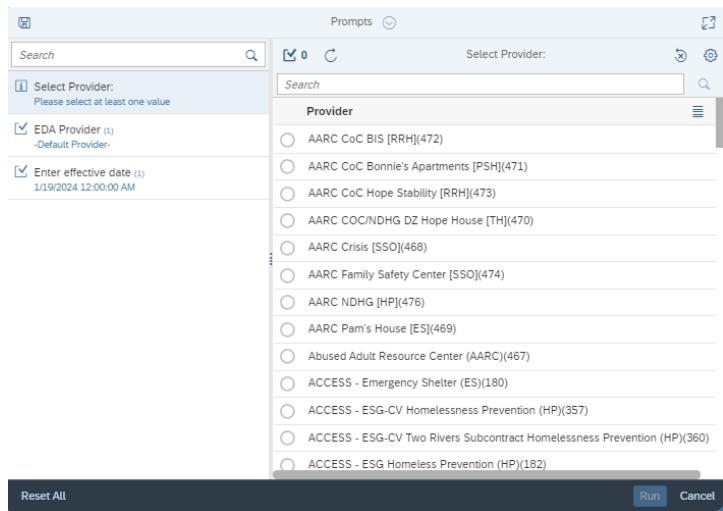
5) Then, if you are in HMIS, you will click on the folder called “Point-in-Time”



6) Finally, you'll open up the report called "2026 PIT – Iowa Statewide – Jan 28, 2026". There will be a version number (the one below is v01052026) that reflects when the report was last updated.

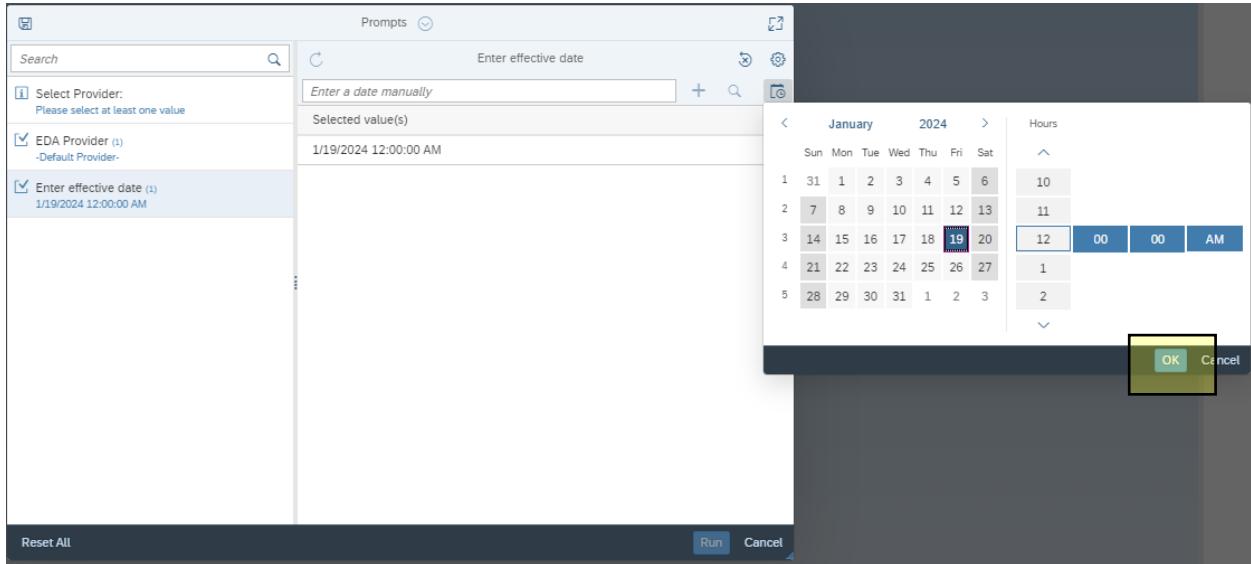


7) When you open the report (and after it finally finishes loading), you will be greeted with a pop-up window that allows you to select your project. You can search for your project in the search bar, and select it by clicking on the name of your project.

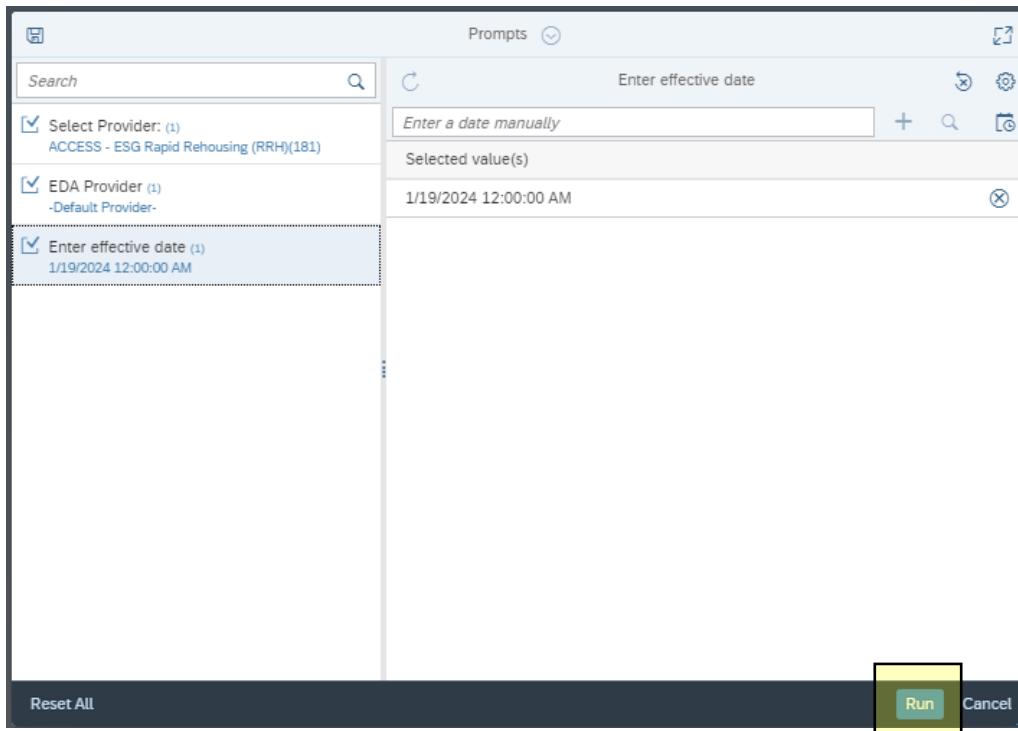


DO NOT change the 'EDA Provider' option.

The ‘Enter effective date’ prompt will have a default date of “1/1/2027”. You can either change this to be the same date you’re running the report for, or you can leave this as the default. If you change it, you can either type the date in at the top of the search bar, or you can use the calendar function to select today. Just be sure to hit ‘OK’ if you use this function.



- 8) Once you have selected your project and entered in the correct effective date, go ahead and hit ‘Run’ at the bottom of the window.



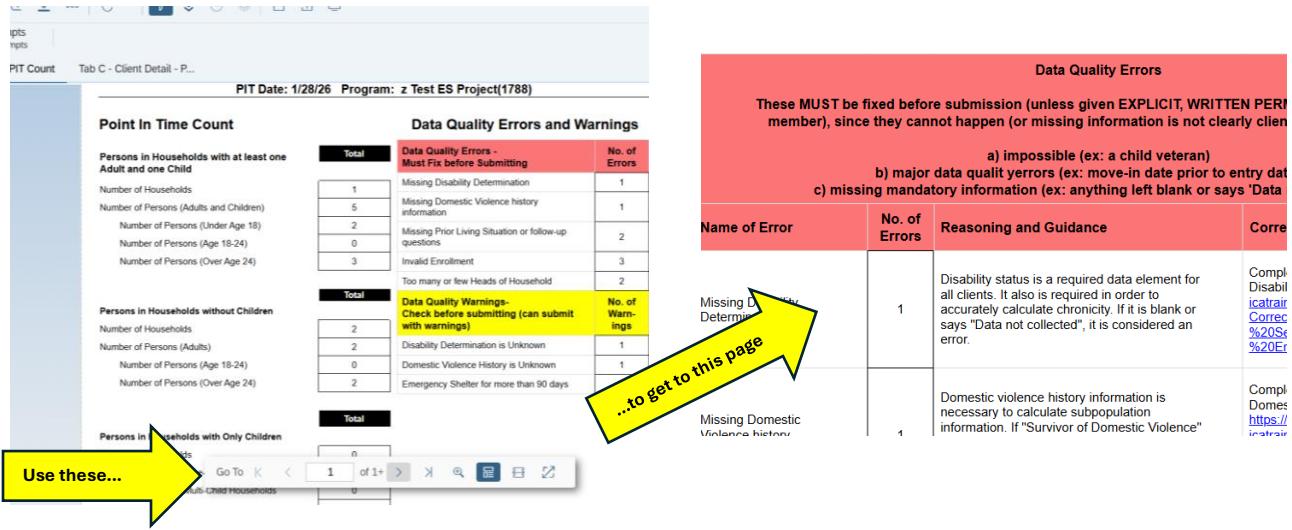
9) It may take a little bit of time to complete the PIT report, but it should complete within a few minutes.

Once you have a report, it should look similar to the report below. You will want to check four things:

- 1) check that this page accurately reflects the number of people enrolled in your project on the night of the Point-in-Time, as well as accurately reflecting the households they're enrolled in. Pay special attention to people in households with only children – unless you are a youth provider, this is usually a data error.
- 2) check for any errors – they will appear in a column on the right-hand side of this page, under a red banner. You MUST CORRECT any errors before submitting the report – always give BusinessObjects 24 hours to register corrections before submitting.
- 3) check for any warnings – they will appear in a column on the right-hand side of this page, under a yellow banner. You MUST CHECK any warnings before submitting the report – it is OKAY to submit with warnings, just ensure that you've looked them over and corrected what you can.
- 4) FOR PH PROJECTS ONLY – ensure that the percentage of clients who have moved-in is accurate for the project. This box will appear above the number of clients on the left-hand side of the report.

<b>Basic PIT Count</b>													
PIT Date: 01/24/21	Fake Project												
(ES)(216)													
<b>Point In Time Count</b>													
<table border="1"> <thead> <tr> <th style="text-align: left;">Persons in Households with at least one Adult and one Child</th> <th style="text-align: center;"><b>Total</b></th> </tr> </thead> <tbody> <tr> <td>Number of Households</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Number of Persons (Adults and Children)</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Number of Persons (Under Age 18)</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Number of Persons (Age 18-24)</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Number of Persons (Over Age 24)</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>		Persons in Households with at least one Adult and one Child	<b>Total</b>	Number of Households	0	Number of Persons (Adults and Children)	0	Number of Persons (Under Age 18)	0	Number of Persons (Age 18-24)	0	Number of Persons (Over Age 24)	0
Persons in Households with at least one Adult and one Child	<b>Total</b>												
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<b>Total</b>													
<table border="1"> <thead> <tr> <th style="text-align: left;">Persons in Households without Children</th> <th style="text-align: center;"><b>Total</b></th> </tr> </thead> <tbody> <tr> <td>Number of Households</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Number of Persons (Adults)</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Number of Persons (Age 18-24)</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Number of Persons (Over Age 24)</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>		Persons in Households without Children	<b>Total</b>	Number of Households	0	Number of Persons (Adults)	0	Number of Persons (Age 18-24)	0	Number of Persons (Over Age 24)	0		
Persons in Households without Children	<b>Total</b>												
Number of Households	0												
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Number of Persons (Age 18-24)	0												
Number of Persons (Over Age 24)	0												
<b>Total</b>													
<table border="1"> <thead> <tr> <th style="text-align: left;">Persons in Households with Only Children</th> <th style="text-align: center;"><b>Total</b></th> </tr> </thead> <tbody> <tr> <td>Number of Households</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Total Number of One-Child Households</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Total number of Multi-Child Households</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Number of Children in Multi-Child Households</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>		Persons in Households with Only Children	<b>Total</b>	Number of Households	0	Total Number of One-Child Households	0	Total number of Multi-Child Households	0	Number of Children in Multi-Child Households	0		
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Number of Households	0												
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Number of Children in Multi-Child Households	0												
<p><b>Please note:</b></p> <p>For Permanent Supportive Housing and Rapid Re-housing, the count should only include clients who are in permanent housing. This is indicated by the question "Move-in Date" in the Iowa Basic assessment. If a client has obtained permanent housing, please add an interim review and update "Move-in Date" to the date the client obtained permanent housing.</p> <p>For RHY funded projects, only Emergency Shelter clients with assessment questions FYSB Youth=Yes will be included in the PIT count.</p>													

If you hover over the page, a menu bar will appear that allows you to navigate to other pages. These other pages will provide some context for the errors and warnings.



The screenshot shows the 'PIT Count' tab selected. The page title is 'Tab C - Client Detail - P...'. The sub-title is 'PIT Date: 1/28/26 Program: z Test ES Project(1788)'. The main content is a 'Point In Time Count' table with data for 'Persons in Households with at least one Adult and one Child' and 'Persons in Households without Children'. Below these are 'Data Quality Errors and Warnings' tables. A large red box on the right is titled 'Data Quality Errors' with the sub-instruction 'These MUST be fixed before submission (unless given EXPLICIT, WRITTEN PERIODICALLY, or APPROVED by the lead agency) since they cannot happen (or missing information is not clearly client-specific)'. It lists three types of errors: a) impossible (ex: a child veteran), b) major data quality errors (ex: move-in date prior to entry date), and c) missing mandatory information (ex: anything left blank or says 'Data not collected'). A yellow arrow points from the 'Use these...' link in the bottom left to the '...to get to this page' link in the center of the red box.

Additionally, you will want to double check your Client Detail tab. This tab provides a list of all the clients enrolled in your project on the night of the PIT, with some additional information, including all individual clients who are tied to any errors/warnings.

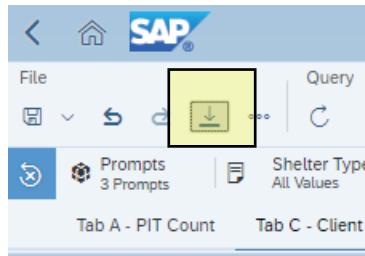
Basic PIT Count												
Client Detail												
PIT Date: 1/28/26 Program: z Test ES Project(1788)												
HH Group	Client Id	Age	Relationship to Head of Household	Entry Exit Provider Id	Start	End	Date Adj (PIT)	Trans Type	Prog Type	Grant Type	Move-in Date	FY
4	7			z Test ES Project(1788)	1/15/2025	n/a	1/15/25	EE				
988702	714492	25	Head of Household	z Test ES Project(1788)	1/15/2025	n/a	1/15/25	EE				
	714493	5	Head of Household	z Test ES Project(1788)	1/15/2025	n/a	1/15/25	EE				
	110677	25	Other: non-HH	z Test ES Project(1788)	1/11/2028	n/a	1/11/26	EE				
	150547	57	Head of Household	z Test ES Project(1788)	1/11/2026	n/a	1/11/26	EE				
	288287	4	Head of Household	z Test ES Project(1788)	1/11/2026	n/a	1/11/26	EE				
990127	714495	25	Head of Household	z Test ES Project(1788)	1/14/2026	n/a	1/14/26	EE				

You can navigate to additional pages that have the warnings and errors listed by using the hover-over menu discussed above.

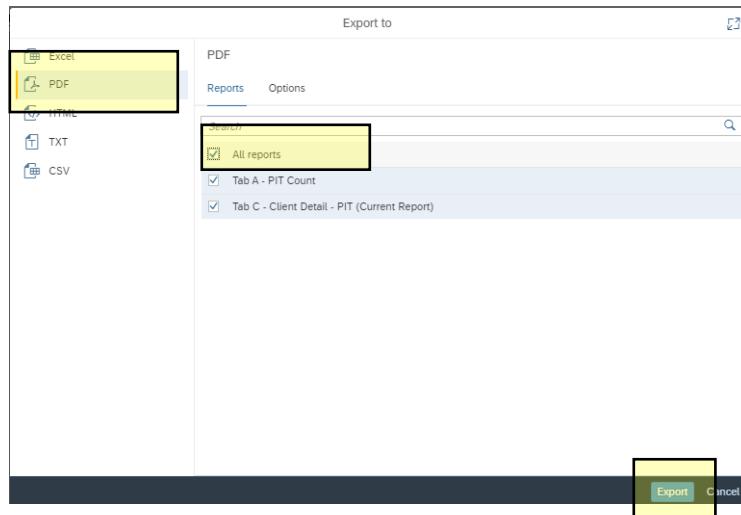
PIT Date: 1/28/26 Program: z Test ES Project(1788)				
Error - Missing & Eth.	DQ Error - Missing Disability	DQ Error - Missing DV	DQ Error - Missing Prior Living Sitch.	DQ Error - CO not
Ok	Ok	Ok	Ok	Ok
Ok	Ok	Ok	Ok	Ok
Ok	Ok	Ok	Ok	Ok
Ok	Ok	Ok	ERROR	Ok
Ok	Ok	Ok	Ok	Ok
Ok	Ok	Ok	Ok	Ok
Ok	Ok	Ok	Ok	Ok
Ok	ERROR	ERROR	ERROR	Ok
Ok	Ok			

This is especially important to check for any permanent housing projects – RRH, PSH, and OPH. **ANY CLIENT WITHOUT A VALID MOVE-IN DATE WILL NOT BE COUNTED.** You can easily see whether or not a client has a valid move-in date and which clients are missing move-in dates on this tab. *Remember that any corrections you make in the system will not be reflected in BusinessObjects until the following day.*

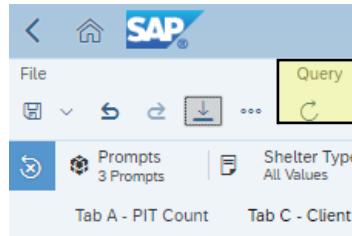
- 10) To download your report, you will want to hit the ‘download’ arrow at the top left of the screen.



This will open a window that will allow you to select either PDF or Excel as the download format. You will want to select ‘All reports’ (since the Client Detail tab allows ICA to confirm the numbers submitted on the PIT Count tab).



Then, you will hit ‘Export’, and this will download the report to your computer. If you are going to be downloading multiple files for different projects, then it’s recommended that you refresh the report by hitting the ‘refresh’ icon under ‘Query’ in the top left corner of the screen.



It’s also recommended that you name each download with the title of that project, to make the uploading process easier when it comes time for you to upload them to the PIT portal.