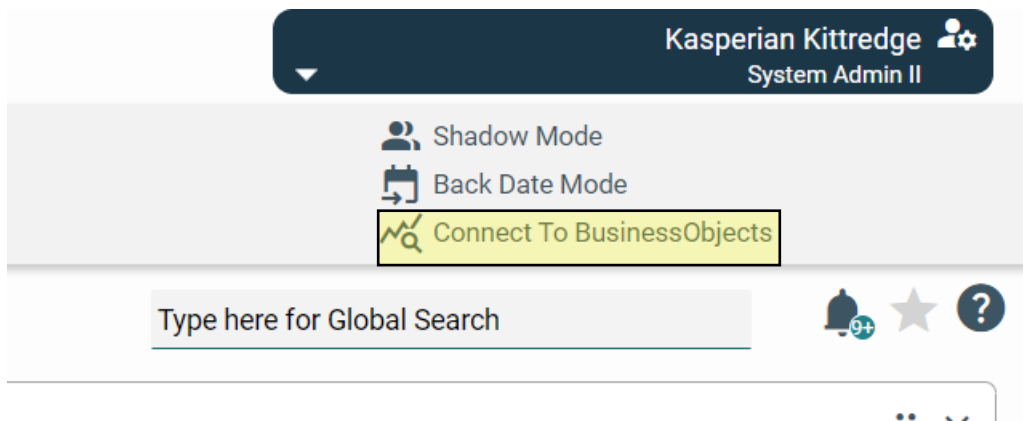


BusinessObjects PIT PDF Walkthrough

For HMIS and DVIMS

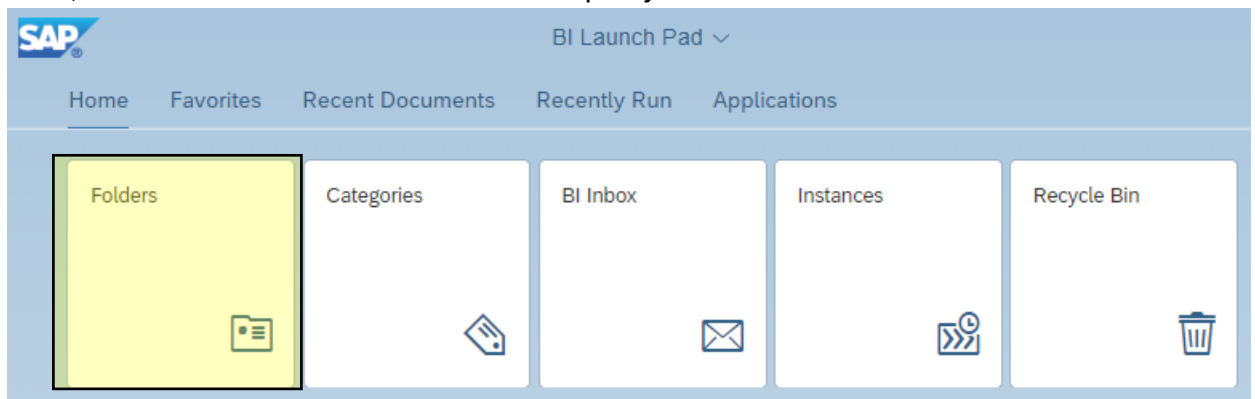
A gentle reminder that all changes made in HMIS or DVIMS will not be reflected in BusinessObjects until the following day

- 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.



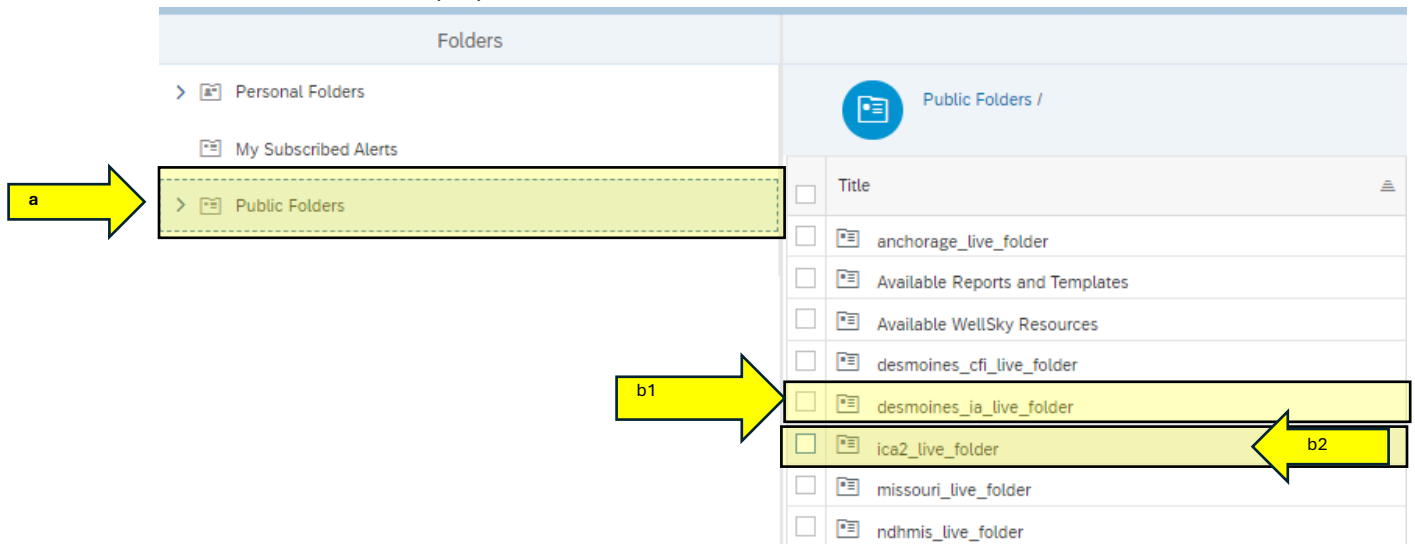
This will open up a new tab in your browser that will connect to BusinessObjects, which is the custom reporting system that we use for both HMIS and DVIMS.

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

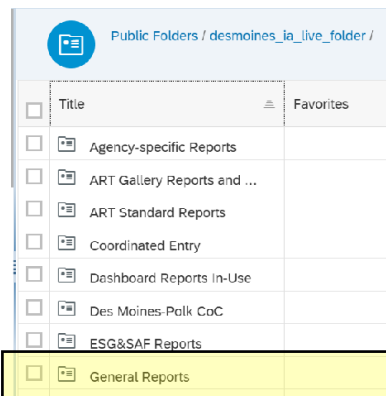


**Note that throughout this process, these are screen shots of a System Administrator's view, and so they may look slightly different than what you see. However, the steps outlined are still going to be the same.*

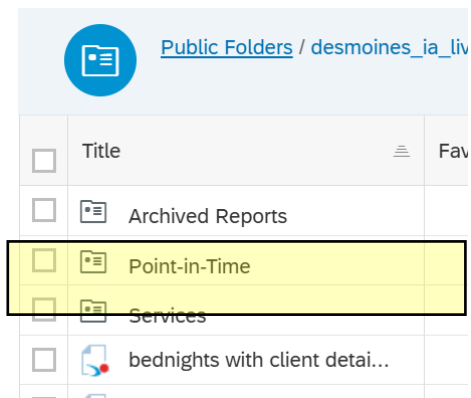
- 3) Next, you will click on 'Public Folders' **(a)**. Following that, if you are HMIS you will click on the desmoines_ia_live_folder (b1), and if you are in DVIMS you will click on the ica2_live_folder (b2).




- 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"



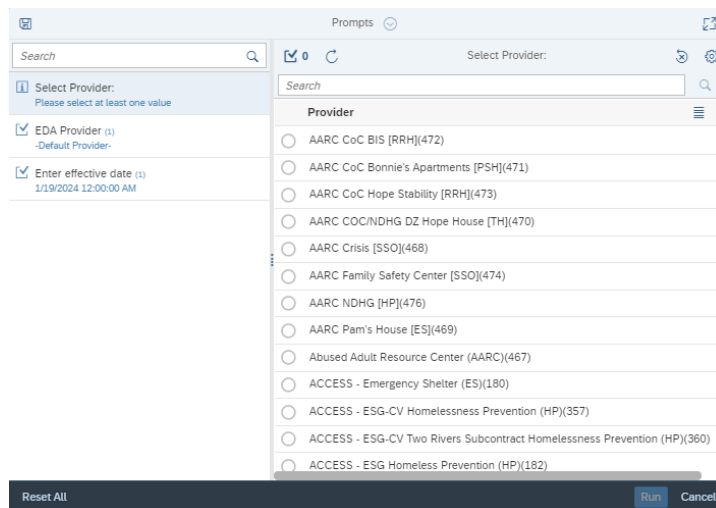
- 6) Finally, you'll open up the report called "2026 PIT – Iowa Statewide – Jan 28, 2026". There will be a version number (the one below is v01052026) that reflects when the report was last updated.



[Public Folders](#) / [desmoines_ia_live_folder](#) / [General Reports](#) / [Poin](#)

<input type="checkbox"/>	Title	Fav
<input type="checkbox"/>	 PIT Archives	
<input type="checkbox"/>	 2026 PIT - Iowa Statewide - Jan 28, 2026 v01052026	

- 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.



Prompts

Search

Select Provider: Please select at least one value

☒ EDA Provider (1)
-Default Provider-

☒ Enter effective date (1)
1/19/2024 12:00:00 AM

Search

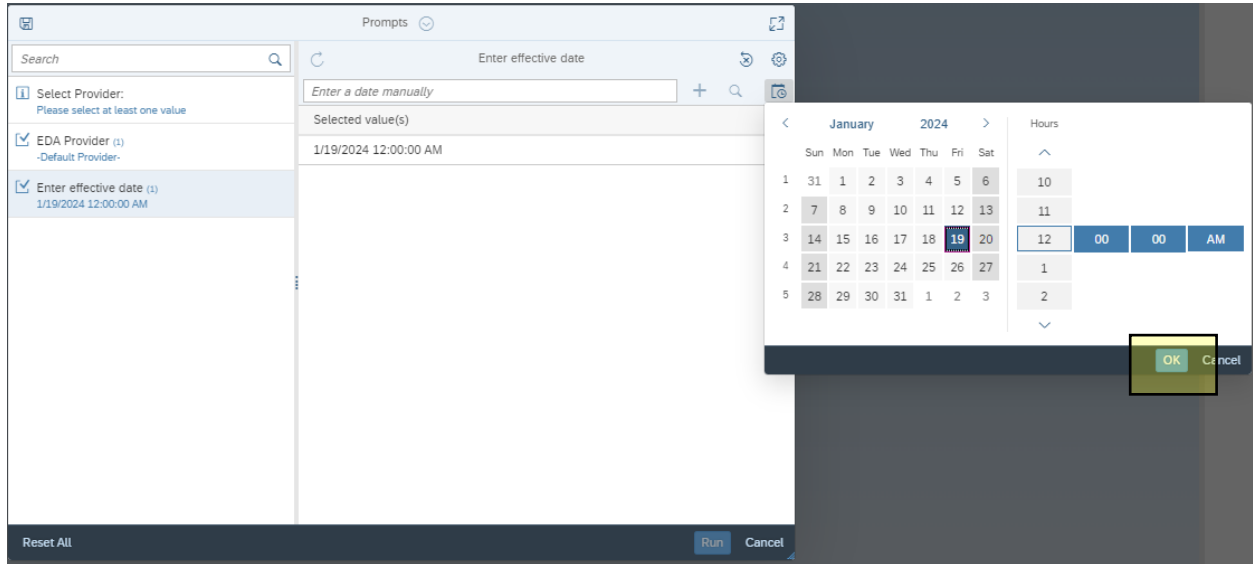
Provider

- ☐ AARC CoC BIS [RRH](472)
- ☐ AARC CoC Bonnie's Apartments [PSH](471)
- ☐ AARC CoC Hope Stability [RRH](473)
- ☐ AARC CoC/NDHG DZ Hope House [TH](470)
- ☐ AARC Crisis [SSO](468)
- ☐ AARC Family Safety Center [SSO](474)
- ☐ AARC NDHG [HP](476)
- ☐ AARC Pam's House [ES](469)
- ☐ Abused Adult Resource Center (AARC)(467)
- ☐ ACCESS - Emergency Shelter (ES)(180)
- ☐ ACCESS - ESG-CV Homelessness Prevention (HP)(357)
- ☐ ACCESS - ESG-CV Two Rivers Subcontract Homelessness Prevention (HP)(360)
- ☐ ACCESS - ESG Homeless Prevention (HP)(182)

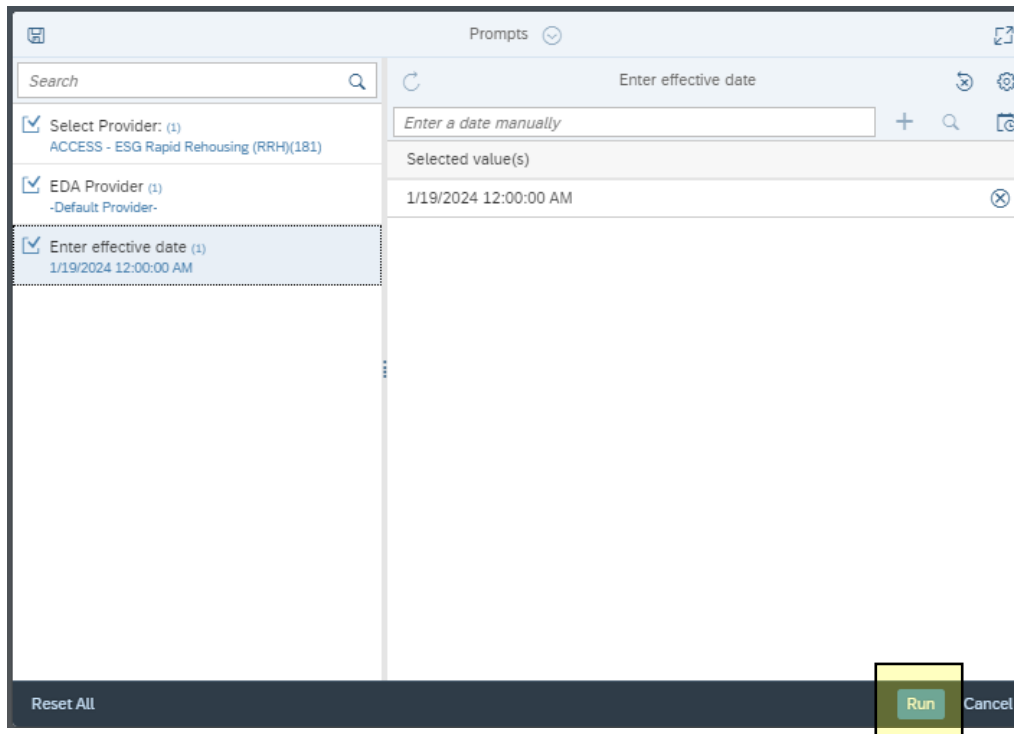
Reset All Run Cancel

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 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.

Basic PIT Count	
PIT Date: 01/24/21	Fake Project (ES)(216)
Point In Time Count	
Persons in Households with at least one Adult and one Child	Total
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
	Total
Persons in Households without Children	
Number of Households	0
Number of Persons (Adults)	0
Number of Persons (Age 18-24)	0
Number of Persons (Over Age 24)	0
	Total
Persons in Households with Only Children	
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
<small>Please note: 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. For RHY funded projects, only Emergency Shelter clients with assessment questions FYSB Youth=Yes will be included in the PIT count.</small>	

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.

Data Quality Errors

These **MUST** be fixed before submission (unless given **EXPLICIT, WRITTEN PERMISSION** from a supervisor or other authorized member), since they cannot happen (or missing information is not clearly client information).

a) impossible (ex: a child veteran)
b) major data quality errors (ex: move-in date prior to entry date)
c) missing mandatory information (ex: anything left blank or says "Data not collected")

Name of Error	No. of Errors	Reasoning and Guidance	Correction
Missing Disability Determination	1	Disability status is a required data element for all clients. It also is required in order to accurately calculate chronicity. If it is blank or says "Data not collected", it is considered an error.	Complete Disability Determination Instructions
Missing Domestic Violence history	1	Domestic violence history information is necessary to calculate subpopulation information. If "Survivor of Domestic Violence"	Complete Domestic Violence history Instructions

Data Quality Warnings

Check before submitting (can submit with warnings)

Name of Warning	No. of Warnings
Disability Determination is Unknown	1
Domestic Violence History is Unknown	1
Emergency Shelter for more than 90 days	1

Use these...

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											
988702	714492	25	Head of	z Test ES Project(1788)	1/15/2025	n/a	1/15/25	EE				
	714493	5	Head of	z Test ES Project(1788)	1/15/2025	n/a	1/15/25	EE				
	110677	25	Other non-	z Test ES Project(1788)	1/11/2025	n/a	1/11/25	EE				
	150547	57	Head of	z Test ES Project(1788)	1/11/2025	n/a	1/11/25	EE				
990127	288287	4	Head of	z Test ES Project(1788)	1/11/2025	n/a	1/11/25	EE				
	714492	25	Head of	z Test ES Project(1788)	1/11/2025	n/a	1/11/25	EE				

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

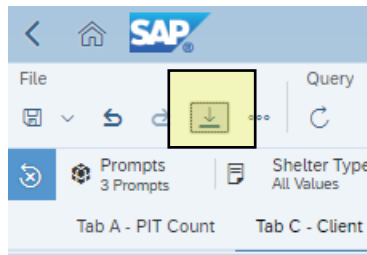
PIT Date: 1/28/26 Program: z 1

Error - Missing & Eth.	DQ Error - Missing Disability	DQ Error - Missing DV	DQ Error - Missing Prior Living Sitch.	DQ Error - Missing 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	Ok	Ok	Ok	Ok
Ok	ERROR	ERROR	ERROR	Ok
Ok	Ok			

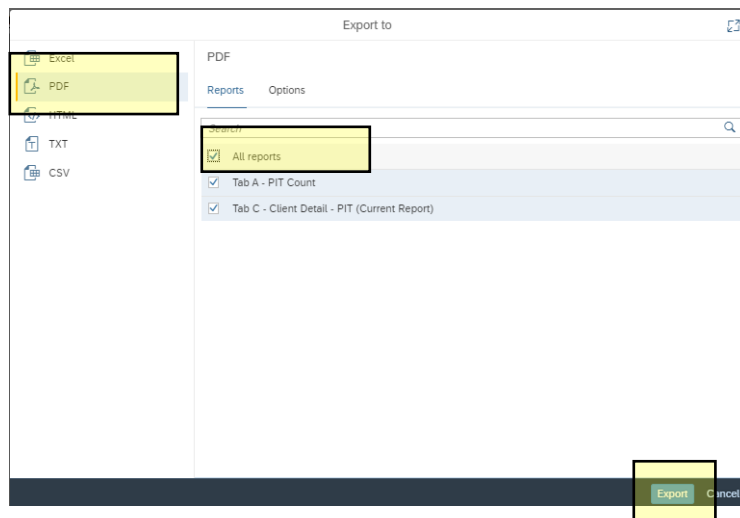
Go To 2 of 6

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.*

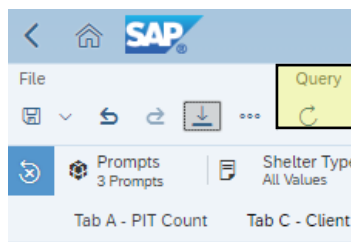
10) To download your report, you will want to hit the ‘download’ arrow at the top left of the screen.



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.