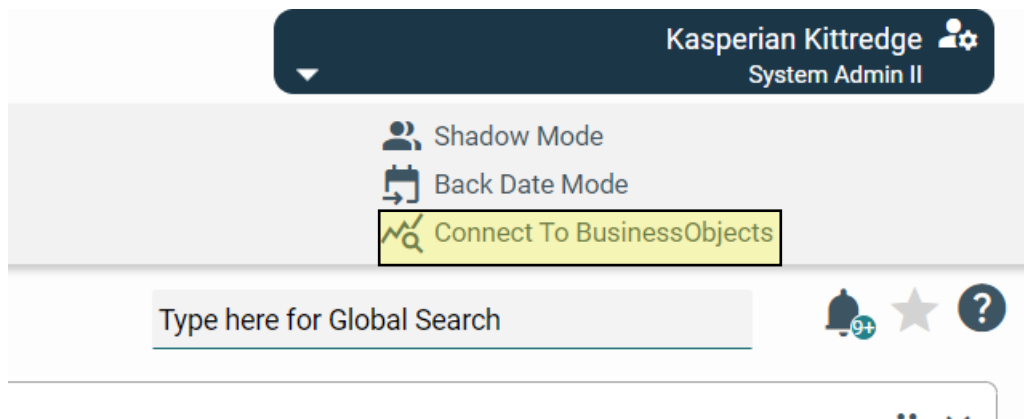


BusinessObjects PIT PDF Walkthrough

For HMIS Users

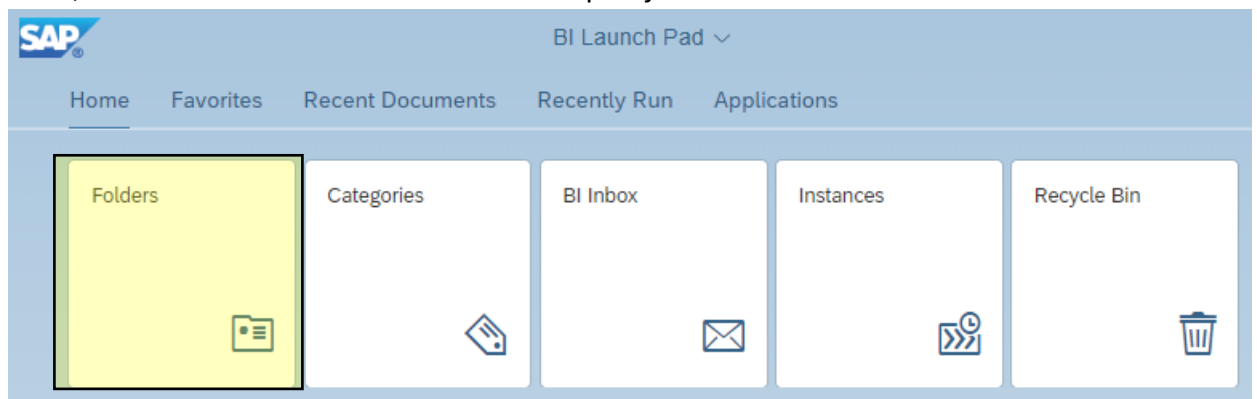
A gentle reminder that all changes made in HMIS will not be reflected in BusinessObjects until the following day

- 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.



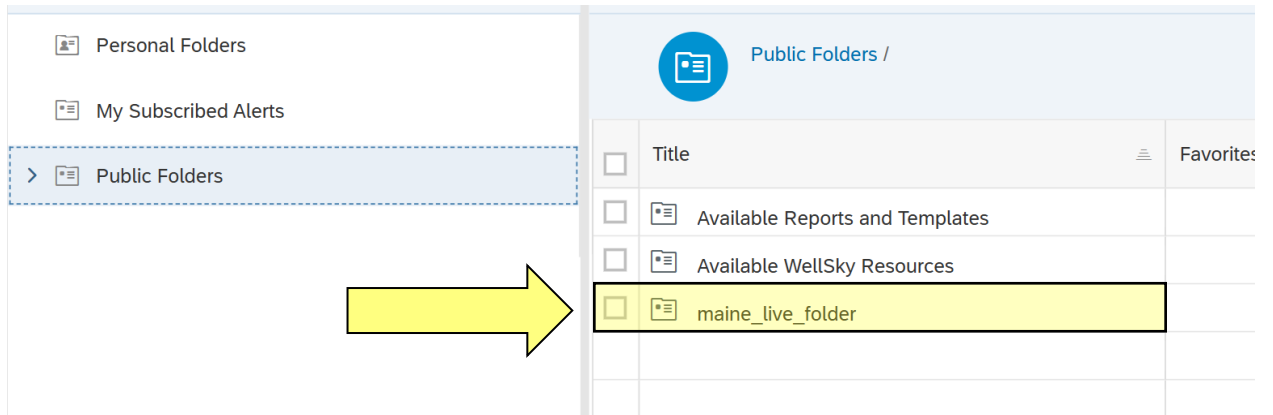
This will open up a new tab in your browser that will connect to BusinessObjects, which is the custom reporting system that we use for both HMIS and DVIMS.

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

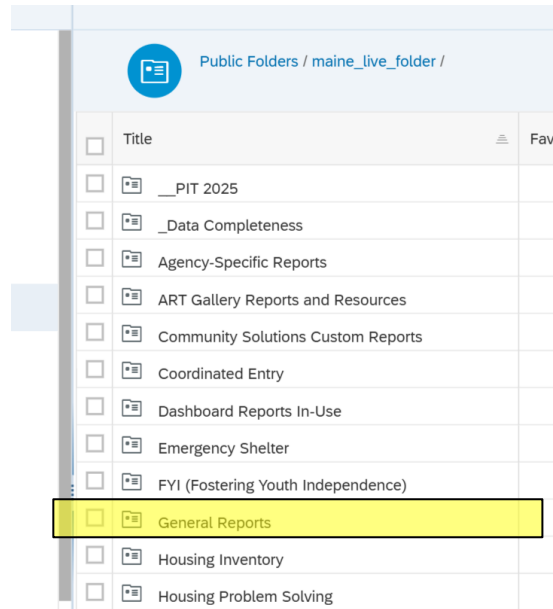


**Note that throughout this process, these are screen shots of a System Administrator's view, and so they may look slightly different than what you see. However, the steps outlined are still going to be the same.*

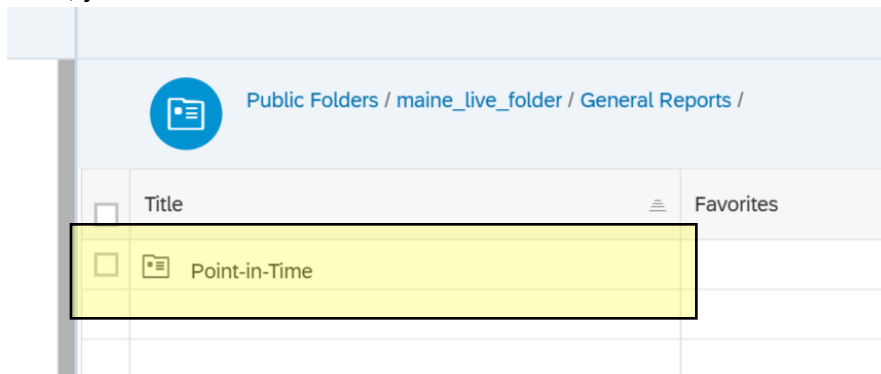
- 3) Next, you will click on 'Public Folders'. Following that, if you are HMIS you will click on the maine_live_folder



- 4) Then, you will click on the 'General Reports' folder



- 5) Then, you will click on the folder called "Point in Time".

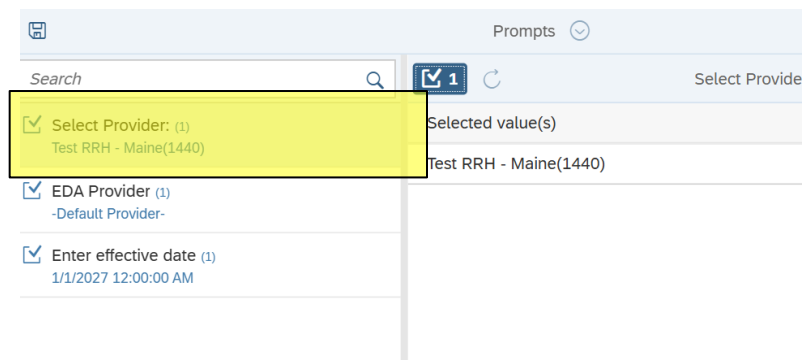


6) Finally, you'll open up the report called "2025 PIT – Statewide – Jan 26, 2026"

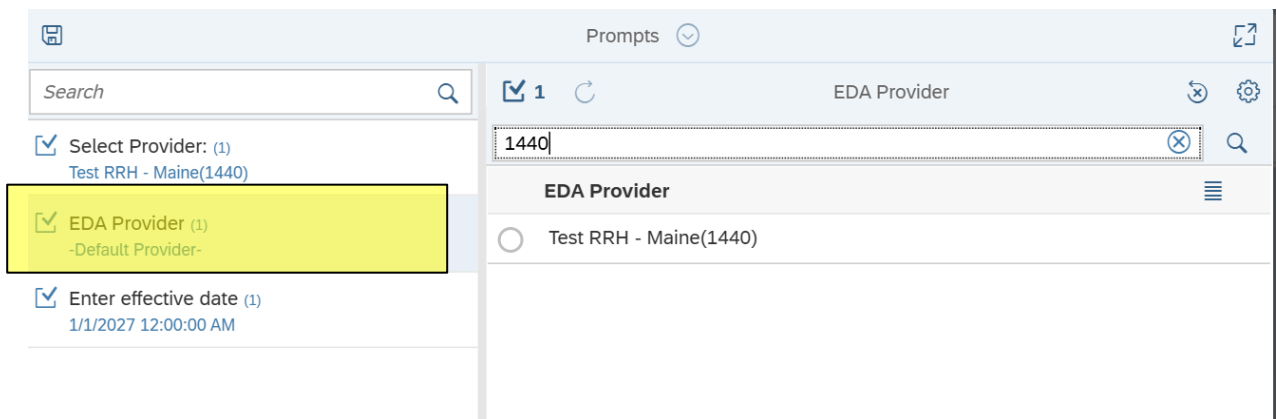


There are version numbers of the report behind the name (example: v01192026). These reflect when the report was last updated.

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.



Next, You will want to select your EDA provider to match the same project for which you are running the report for:



You will want to ensure that the 'effective date' is **left alone**.

The screenshot shows a configuration window with a left sidebar and a main area. The sidebar contains three prompts, each with a checkmark and a search icon:

- Select Provider: (1)
Test RRH - Maine(1440)
- EDA Provider (1)
-Default Provider-
- Enter effective date (1)
1/1/2027 12:00:00 AM

The main area has a header 'Prompts' with a dropdown arrow. Below it, there is a section for 'Enter effective date' with a text input field containing 'Enter a date manually' and a search icon. Below this, a 'Selected value(s)' section shows '1/1/2027 12:00:00 AM' with a close icon. A large text box in the center of the main area says 'DO NOT CHANGE!'.

- 8) Once you have selected your project and entered in the provider and EDA provider, go ahead and hit 'Run' at the bottom of the window.

This screenshot shows the same configuration window as the previous one, but with the 'EDA Provider' prompt selected in the sidebar. The main area now shows 'EDA Provider' with a search icon and a text input field containing 'rrh'. Below this, a section for 'EDA Provider' shows 'Test RRH - Maine(1440)' with a radio button. At the bottom of the window, there is a 'Reset All' button and a 'Run' button, which is highlighted with a yellow box. A 'Cancel' button is also visible next to the 'Run' button.

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

Once it has run, 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, highlighted in red. 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, highlighted in yellow. 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: 1/26/26 Program: Test RRH - Maine(1440)

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	1
Number of Persons (Adults)	1
Number of Persons (Age 18-24)	0
Number of Persons (Over Age 24)	1

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

Data Quality Errors and Warnings

Data Quality Errors - Must Fix before Submitting	No. of Errors
Missing Domestic Violence history information	2
Missing Veteran Status	1

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), since they cannot happen (or missing information is not clearly client member), since they cannot happen (or missing information is not clearly client member).

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
Missing Domestic Violence History	1	Domestic violence history information is necessary to calculate subpopulation information. If "Survivor of Domestic Violence"	Complete Domestic Violence History

Data Quality Errors and Warnings

Data Quality Errors - Must Fix before Submitting

	No. of Errors
Missing Disability Determination	1
Missing Domestic Violence history information	1
Missing Prior Living Situation or follow-up questions	2
Invalid Enrollment	3
Too many or few Heads of Household	2

Data Quality Warnings - Check before submitting (can submit with warnings)

	No. of Warnings
Disability Determination is Unknown	1
Domestic Violence History is Unknown	1
Emergency Shelter for more than 90 days	3

Point in Time Count

Persons in Households with at least one Adult and one Child

	Total
Number of Households	1
Number of Persons (Adults and Children)	5
Number of Persons (Under Age 18)	2
Number of Persons (Age 18-24)	0
Number of Persons (Over Age 24)	3

Persons in Households without Children

	Total
Number of Households	2
Number of Persons (Adults)	2
Number of Persons (Age 18-24)	0
Number of Persons (Over Age 24)	2

Persons in Households with Only Children

	Total
Number of Households	0
Number of Persons (Adults)	0
Number of Persons (Age 18-24)	0
Number of Persons (Over Age 24)	0

Use these...

...to get to this page

Additionally, you will want to double check your Client Detail tab. This tab provides a list of all 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	F Y
4	7											
958702	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)	1/11/2026	n/a	1/11/26	EE				
	150547	57	Head of	z Test ES Project(1788)	1/11/2026	n/a	1/11/26	EE				
	288287	4	Head of	z Test ES Project(1788)	1/11/2026	n/a	1/11/26	EE				
958127	744493	25	Head of	z Test ES Project(1788)	1/15/2025	n/a	1/15/25	EE				

You can navigate to additional pages that have the warnings and errors listed by using the hover-over menu discussed above. Errors and warnings should be looked at by searching the client ID number in HMIS and making the corrections necessary.

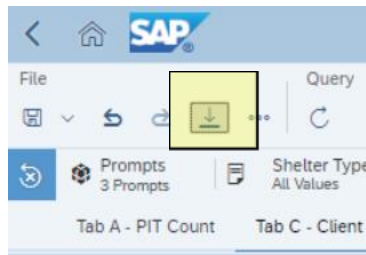
PIT Date: 1/28/26 Program: z 1

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

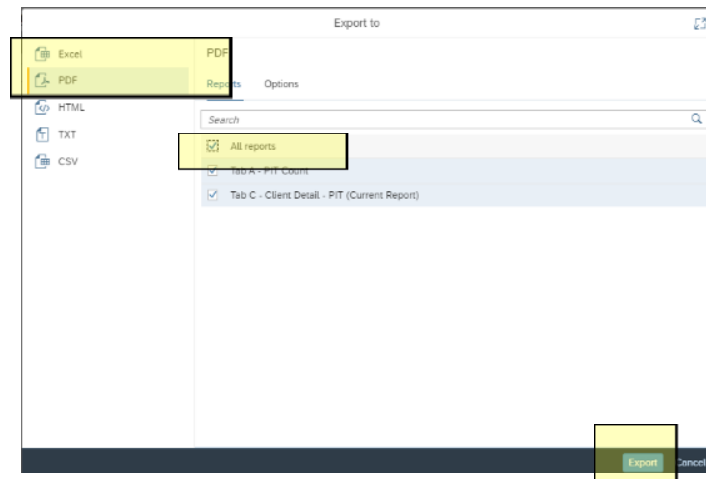
Go To 2 of 6

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.*

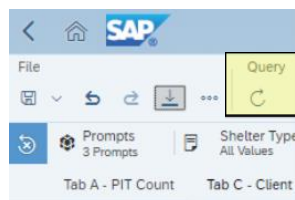
10. To download your report, you will want to hit the ‘download’ arrow at the top left of the screen.



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. After errors are corrected, they will not reflect until re-running the report 24 hours later.