DSM CoC APPLICATION REPORT

1. In HMIS or DVIMS, go to BusinessObjects

2. Click on 'Folders', and then click on 'Public Folders'

3. If you are in HMIS, you will click on the folder called 'desmoines_ia_live_folder'.
   If you are in DVIMS, you will click on the folder called 'ica2_live_folder'.

4. Click on the folder called 'Des Moines - Polk CoC'

5. Click on the report called "DSM CoC Application Report".
   This report will take a little bit to load the prompts, so please be patient!
   The prompts screen will look like the screen shot below:

6. Once the prompts have loaded...

   a. For 'Provider(s)', select your provider

   b. For 'Enter effective date', change it to today's date

   c. For 'Report_StartDate', select the first day of your reporting period

   d. For 'Report_EndDate + 1 DAY', select one day after the end date of your reporting period. For example, if your reporting period ended 12/31/23, then you will select 1/1/24.
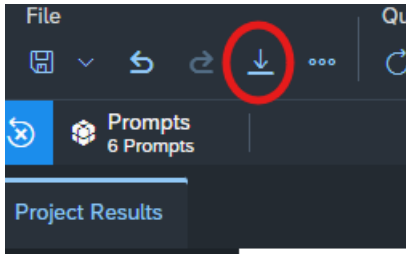
Leave "EDA Provider" and "CoC Code" alone, as they are already pre-set to the appropriate default selections!

7. Once all the prompts have been completed, hit 'run' at the bottom of the prompt window (circled in the screen shot on step 5).
   You'll need to wait a few minutes for it to finish running. (Make some coffee, take this moment to stretch, catch up with a coworker, etc.)

8. Once the report has completed running, check it for accuracy.
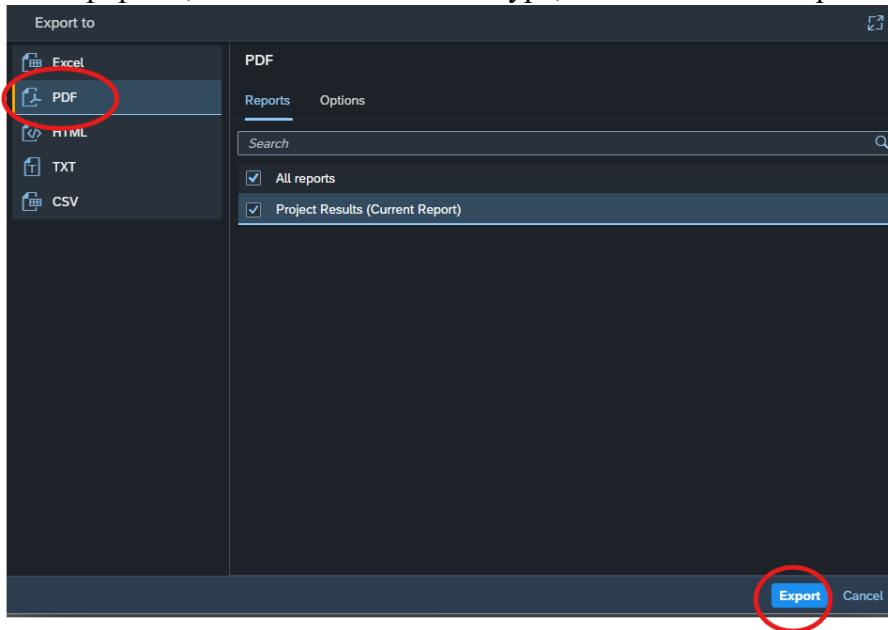
   If there are any errors on the report or sections that look odd, you can run the CoC Monitoring Report (found in the same folder as this report, and uses the same prompts) and use the 'Client Detail' tabs to help identify any issues, correct errors, or provide narrative.
   (NOTE: ANY CHANGES MADE IN HMIS/DVIMS WILL NOT REGISTER UNTIL THE FOLLOWING DAY)
   Once you are satisfied, click on the 'export' button at the top of the screen (circled in red in the screen shot below).

9. At the pop-out, select "PDF" as the filetype, and then select 'Export' in the bottom right.

10. Submit the exported PDF to the application!