

# 2023 Point in Time (PIT) BusinessObjects Reports All NDHMIS and DVIMS Participating Housing Projects – Instructions

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## PROCESS

Guide for exporting and reviewing the project's Point in Time (PIT) Count from ServicePoint for submission within the Institute for Community Alliances (ICA) PIT/HIC 2023. Make sure all data is accurate prior to the scheduled call with the ICA North Dakota team member.

## HMIS PARTICIPATING HOUSING PROJECTS

All projects that provide Emergency Shelter (ES), Transitional Housing (TH), Rapid Rehousing (RRH), Other Permanent Housing (OPH), and/or Permanent Supportive Housing (PSH) and enter client-level data into the North Dakota's Homeless Management Information System (NDHMIS) or DVIMS will be **called by a member of the ICA North Dakota staff to report all beds and clients served on the night of the count.**

## BUSINESSOBJECTS

Before your scheduled call, run either report **0630a - Sheltered-Unsheltered PIT – 2022 – v28.2022.04.29 report** or the **0628 – HIC Supplement – v11 NDv2022.01.25** based on the project type from within ServicePoint using BusinessObjects to verify the project's PIT count for the night of January 25, 2023, overnight.

If the project operates an Emergency Shelter (ES) and/or Transitional Housing (TH) project, run the **0630a - Sheltered-Unsheltered PIT – v28 report** found in BusinessObjects.

If the project operates a Rapid Rehousing (RRH), Other Permanent Housing (OPH), and/or Permanent Supportive Housing (PSH) project, run the **0628 – HIC Supplement – v11** report found in the BusinessObjects

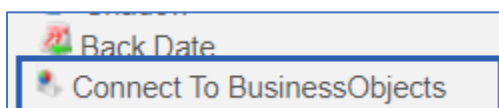
If the project does not a user with access to BusinessObjects, please contact the [NDHMIS Help Desk](#) as soon as possible. So that you have time to review your count and data quality prior to your scheduled meeting.

## 0630 REPORT – FOR EMERGENCY SHELTER (ES) OR TRANSITIONAL HOUSING (TH) PROJECTS

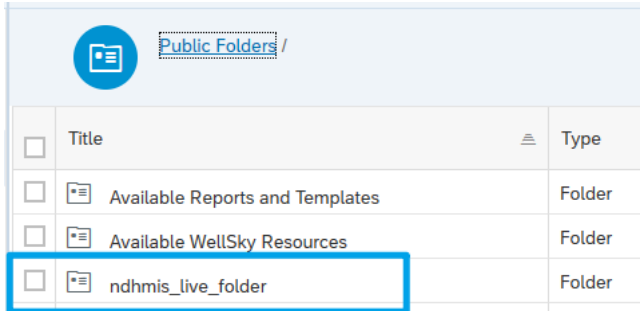
If the project operates an Emergency Shelter (ES) and/or Transitional Housing (TH) project, run the **0630a - Sheltered-Unsheltered PIT – v28 report** found in BusinessObjects.

### RUNNING THE 0630 REPORT

1. Log into **ServicePoint**.
2. Click **Connect to BusinessObjects** in the upper right corner of the screen.

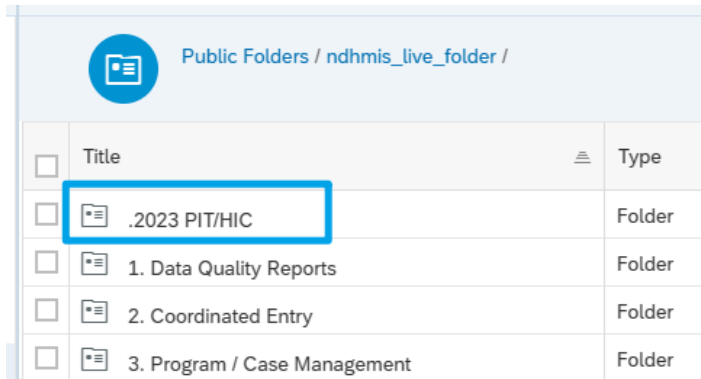


- Click the **ndhmis\_live\_folder**.



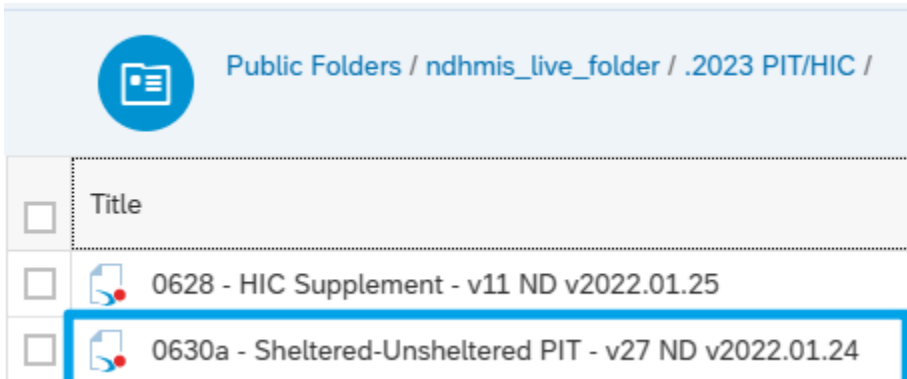
<input type="checkbox"/>	Title	Type
<input type="checkbox"/>	Available Reports and Templates	Folder
<input type="checkbox"/>	Available WellSky Resources	Folder
<input type="checkbox"/>	ndhmis_live_folder	Folder

- Click the **.2023 PIT-HIC** folder.



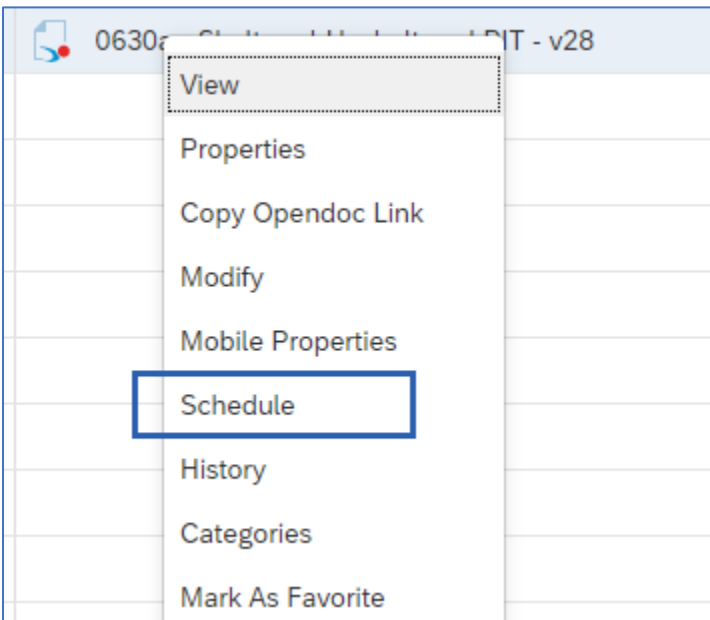
<input type="checkbox"/>	Title	Type
<input type="checkbox"/>	.2023 PIT/HIC	Folder
<input type="checkbox"/>	1. Data Quality Reports	Folder
<input type="checkbox"/>	2. Coordinated Entry	Folder
<input type="checkbox"/>	3. Program / Case Management	Folder

- Right click on the title *0630a – Sheltered-Unsheltered PIT – v28*. Please be aware that the title of this report may change, but the number – 0630a – will not change, so always look for that report number.



<input type="checkbox"/>	Title
<input type="checkbox"/>	0628 - HIC Supplement - v11 ND v2022.01.25
<input type="checkbox"/>	0630a - Sheltered-Unsheltered PIT - v27 ND v2022.01.24

- Click right click and select **Schedule** to initiate scheduling the report.



7. Set the report parameters
  - a. ICA strongly recommends that the user change the **Title** of the report so that it will be better recognized, but this is optional.
  - b. Under Delivery Destinations, click **Add**.
  - c. In the popup that appears, check the box for **BI Inbox**.
  - d. Click **Confirm**. This ensures a copy of the report is delivered to and saved in the user's BI Inbox.

#### 8. Set Report Features

- a. Click **Report Features** tab.
- b. Click the down arrow in the Formats box Under *Formats*, select the **Adobe Acrobat**.

**The Report Format\* MUST BE PDF.**

9. Click **Edit Prompt Values**. Once the prompt window opens, follow the instructions in the *Setting Prompts* section below to set each prompt as applicable to the report. If unsure about how to set a prompt (i.e., not sure what to click), a guide on setting prompts is available here.
10. A Prompts popup box will appear and each of the prompts should be answered. Please answer them in the following ways:

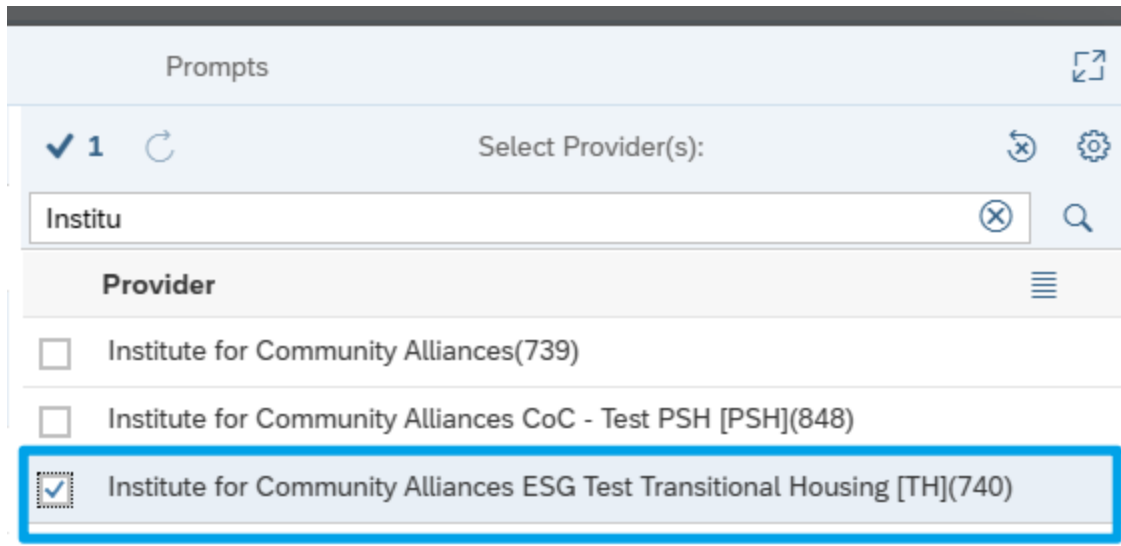
### **SELECT PROVIDER COC CODE(S)**

Most reports will contain a prompt that asks the user to select a CoC Code. This will return results for all projects in that Continuum of Care. This prompt allows multiple CoCs to be selected. North Dakota users will select ND-500. You may need to use the search bar to search for ND-500.

## SELECT PROVIDER(S)

Most reports will contain a prompt that asks the user to select providers. Providers is the term used to identify a single project. This is where the project(s) that are to be included in the report are selected. This prompt may allow one or multiple projects to be selected, depending upon the report. Search by your agency name and then select the projects you wish to run the report for.

### Example



The screenshot shows a 'Prompts' dialog box with a 'Select Provider(s):' search bar. The search bar contains the text 'Institu'. Below the search bar, there is a list of providers with checkboxes. The provider 'Institute for Community Alliances ESG Test Transitional Housing [TH](740)' is selected and highlighted with a blue border.

Provider	Selected
Institute for Community Alliances(739)	<input type="checkbox"/>
Institute for Community Alliances CoC - Test PSH [PSH](848)	<input type="checkbox"/>
Institute for Community Alliances ESG Test Transitional Housing [TH](740)	<input checked="" type="checkbox"/>

## ENTER PIT DATE PLUS 1 DAY:

Enter 01/26/2023

## EDA PROVIDER

The EDA Provider should be left as "Default Provider" unless you've been specifically instructed by ICA to change it. The EDA Provider determines the visibility level of the client results included in the report, it does not apply to the projects that are included in the report.

## DATE PROMPTS

- **Enter Effective Date:** Enter **01/26/2023**
- **Enter PIT Date:** Enter **1/26/2023**

11. Click **Apply**.
12. Click **Schedule** (in lower right corner of the screen).

The scheduled report will show, along with its status.

Instance Title: 0630a - Sheltered-Unsheltered PIT - v28

<input type="checkbox"/>	Title	Status	Instance Time	Created f
<input checked="" type="checkbox"/>	0630a - Sheltered-Unsheltered PIT - v28	Success	Dec 14, 2022 12:44 PM	anchora

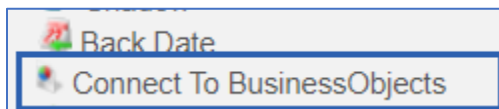
- Once the report shows as “Success”, click the report’s name to view and download it for uploading into the PIT/HIC tool.
- Review the report’s numbers for accuracy and make any necessary corrections before uploading the final report into the online PIT/HIC tool.** If there are questions about the report or the numbers it is showing, please contact ICA ([ndhmis@icalliances.org](mailto:ndhmis@icalliances.org)) to work through any discrepancies.

## 0628 REPORT – FOR RAPID REHOUSING (RRH), OTHER PERMANENT HOUSING (OPH), OR PERMANENT SUPPORTIVE HOUSING (PSH) PROJECTS

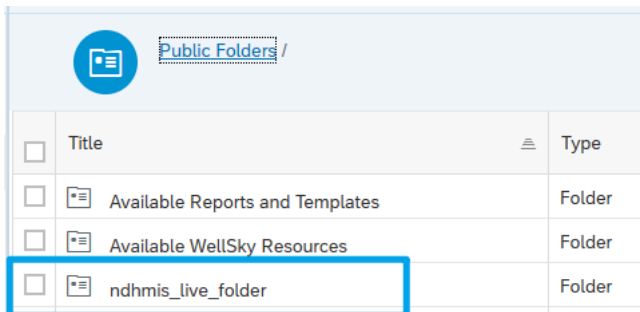
If the project operates a Rapid Rehousing (RRH), Other Permanent Housing (OPH), and/or Permanent Supportive Housing (PSH) project, run the **0628 – HIC Supplement – v12** report found in the BusinessObjects.

### RUNNING THE 0628 REPORT

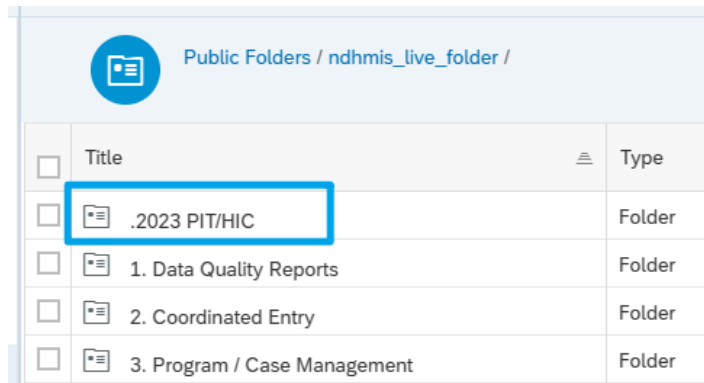
- Log into **ServicePoint**.
- Click **Connect to BusinessObjects** in the upper right corner of the screen.



- Click the **ndhmis\_live\_folder**.

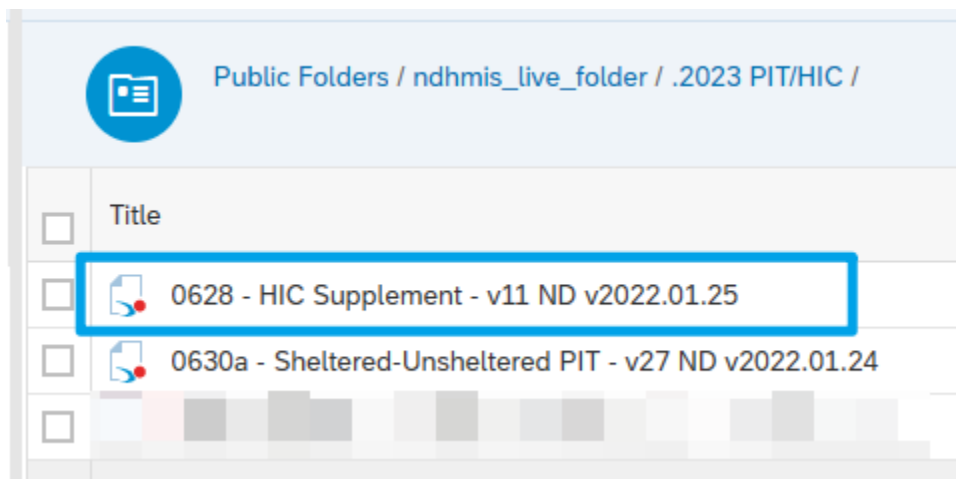


- Click the **.2023 PIT-HIC** folder.



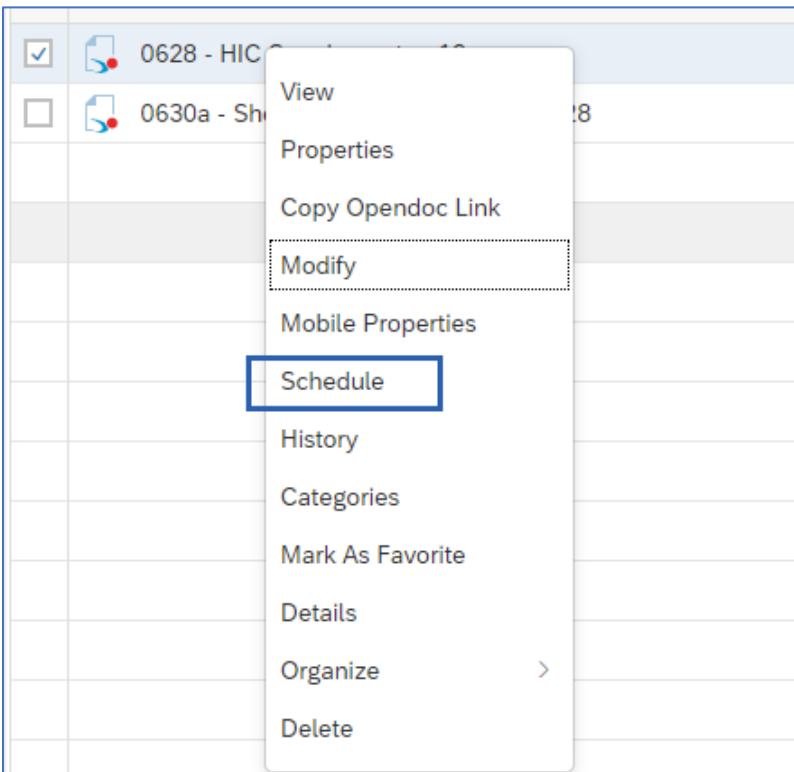
<input type="checkbox"/>	Title	Type
<input type="checkbox"/>	.2023 PIT/HIC	Folder
<input type="checkbox"/>	1. Data Quality Reports	Folder
<input type="checkbox"/>	2. Coordinated Entry	Folder
<input type="checkbox"/>	3. Program / Case Management	Folder

5. Right click on the title *0628 – HIC Supplement – v11 ND v2022.01.25*. Please be aware that the title of this report may change, but the number – 0628 – will not change, so always look for that report number.



<input type="checkbox"/>	Title
<input type="checkbox"/>	0628 - HIC Supplement - v11 ND v2022.01.25
<input type="checkbox"/>	0630a - Sheltered-Unsheltered PIT - v27 ND v2022.01.24

6. Click **Schedule** to initiate scheduling the report.



7. Set the report parameters

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## ENTER PIT DATE PLUS 1 DAY:

Enter 1/26/2023

## EDA PROVIDER

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## DATE PROMPTS

- **Enter Effective Date:** Enter **1/26/2023**

11. Click **Apply**.
12. Click **Schedule** (in lower right corner of the screen).

The scheduled report will show, along with its status.

Instance Title: 0628 - HIC Supplement - v12			
<input type="checkbox"/>	Title	Status	Instance Time
<input checked="" type="checkbox"/>	0628 - HIC Supplement - v12	Success	Dec 14, 2022 1:2

13. Once the report shows as "Success", click the report's name to view and download it for uploading into the PIT/HIC tool.
14. **Review the report's numbers for accuracy and make any necessary corrections before uploading the final report into the online PIT/HIC tool.** If there are questions about the report or the numbers it is showing, please contact the [NDHMIS Help Desk](#) to work through any discrepancies.

## NEED HELP?

For help with completing this form, please contact the [NDHMIS Help Desk](#). Thank you!

## RESOURCES

- [Housing Inventory Count Bed Guide](#)