# 2024 DSM CoC MONITORING 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 "2024 DSM CoC Monitoring Report" (in DVIMS this is called the "DSM-POLK CoC Monitoring Report") This report will take a little bit to load the prompts, so please be patient!

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.

7. ^For any prompts not listed, you will not need to change them. Once all of the prompts have been completed, hit 'run' at the bottom of the prompt window. Then you'll need to wait a few minutes for it to finish running. (Make some coffee, take this moment to stretch, all those good things)

8. Once it has completed running, check it for accuracy. If there are any errors on the report, you can use the detailed tabs to help identify and correct those errors, and re-run the report. (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.
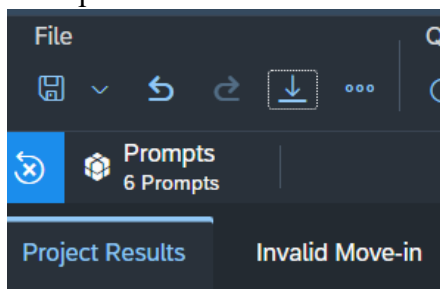
9. At the pop-out, select "PDF" as the filetype, and only select the Project Results tab to export.
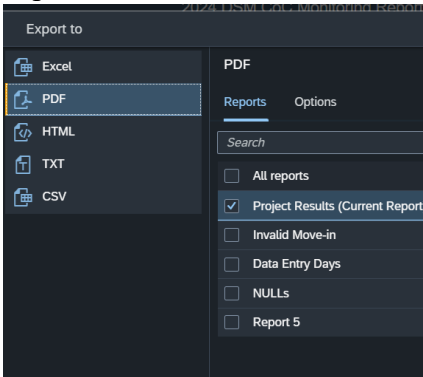
10. Submit the exported PDF to the application!