DSM-POLK CoC Application Report

A copy of the DSM-Polk CoC Monitoring Report must be included with an organization’s 2023 Continuum of Care Program Application if the applicant is a current subrecipient of these funds.

To run the reports:

1. Log in to HMIS.
2. Click “Connect To BusinessObjects” in the upper right corner.
3. Select “Folders” in the upper left corner.
4. Click on “Public Folders”
5. Click on “desmoines\_ia\_live\_folder”
6. Click the marker to expand the “Des Moines-Polk CoC” folder.
7. Click on “2023 – CoC DSM Renewal Application” to open the report
8. In the prompt window that appears, click on the prompt labeled “Provider.”
9. Double click on your project name to select it from the provider list.
10. In the “Enter Effective Date” field, enter today’s date
11. In the “Report Start Date” field, enter start date of last completed grant year
12. In the “Report End Date” field, enter end date of last completed grant year
13. Click “Run”
14. To save a PDF copy of the report, click the “Export” arrow in the upper left corner. Select “PDF” and then select “Export.”

For application assistance, contact Jim Cain at Homeward at 515-302-6017, Ext. 2. For HMIS reporting assistance, contact Patrick Schacherer at ICA (Patrick.schacherer@icalliances.org)