



IMS/PIC SYSTEM TRAINING

Presented by:

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Training for Wisconsin Association of Housing Authorities

Training objectives

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- **Introduction/Background**
 - ▣ The Privacy Act of 1974
- **PIC Security Administration**
 - ▣ Common Security Administration Issues/FAQ's
- **Development Submodule**
 - ▣ PIC Data and Capital Funding
- **Requesting Unit Tenant Status Changes**
 - ▣ PIC Data and Operating Subsidy
- **Interpreting and correcting discrepancies in the PIC monthly summarization reports**
- **Provide a list of helpful resources**

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Introduction and Background



Enabling statutes

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- **24 CFR 990.200(b)** states: "Each PHA is responsible for supplying accurate information on the status of each of its units in HUD's databases" within the context of the determination and payment of operating subsidy amounts.
- **24 CFR 908.101** further states: "The purpose of this part is to require Public Housing Agencies (PHAs) that operate public housing, Indian housing, or section 8 Rental Certificate, Housing Choice Voucher (HCV), Rental Voucher, and Moderate Rehabilitation programs to electronically submit certain data to HUD for those programs. These electronically submitted data are required for HUD forms HUD-50058, Family Report; and HUD-50058-FSS, Family Self-Sufficiency Addendum. Applicable program entities must retain form HUD-50058 during the term of each assisted lease, and for at least 3 years thereafter, to support billings to HUD and to permit an effective audit. Electronic retention of form HUD-50058 fulfills the retention requirement under this section."

The Privacy Act of 1974

5 U.S.C. § 552a(b)

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(b) Conditions of disclosure

No agency shall disclose any record which is contained in a system of records by any means of communication to any person, or to another agency, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains, unless disclosure of the record would be—

(1) to those officers and employees of the agency which maintains the record who have a need for the record in the performance of their duties;

(2) required under section 552 of this title;

(3) for a routine use as defined in subsection (a)(7) of this section and described under subsection (e)(4)(D) of this section;

(4) to the Bureau of the Census for purposes of planning or carrying out a census or survey or related activity pursuant to the provisions of Title 13;

(5) to a recipient who has provided the agency with advance adequate written assurance that the record will be used solely as a statistical research or reporting record, and the record is to be transferred in a form that is not individually identifiable;

(6) to the National Archives and Records Administration as a record which has sufficient historical or other value to warrant its continued preservation by the United States Government, or for evaluation by the Archivist of the United States or the designee of the Archivist to determine whether the record has such value;

(7) to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States for a civil or criminal law enforcement activity if the activity is authorized by law, and if the head of the agency or instrumentality has made a written request to the agency which maintains the record specifying the particular portion desired and the law enforcement activity for which the record is sought;

(8) to a person pursuant to a showing of compelling circumstances affecting the health or safety of an individual if upon such disclosure notification is transmitted to the last known address of such individual;

(9) to either House of Congress, or, to the extent of matter within its jurisdiction, any committee or subcommittee thereof, any joint committee of Congress or subcommittee of any such joint committee;

(10) to the Comptroller General, or any of his authorized representatives, in the course of the performance of the duties of the General Accounting Office;

(11) pursuant to the order of a court of competent jurisdiction; or

(12) to a consumer reporting agency in accordance with section 3711(e) of Title 31

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How do I get PIC access?

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- PIC access is controlled by the PHA PIC Security Coordinator
- The PIC Security Coordinator must:
 - ▣ Log into WASS and enter the PIC system
 - ▣ Click 'Security Administration'
 - ▣ On the right-hand side of the page, click 'Add New User,' then fill in the page and click 'Create New User'
 - ▣ Within the 'Module' and 'Submodule' drop down boxes, assign roles to which the PHA user requires access

I need access to...

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The screenshot shows a web browser window titled "Security Administration Summary" with the URL <https://hudapps.hud.gov/pic/test/security/secuserssummary.asp>. The page features a navigation menu with tabs for Security, Role Maint, Access Reports, Activity Reports, and User Certification. The main content area displays user information for Katherine L. Stuckemeyer (User ID: ██████████, User Name: Katherine L. Stuckemeyer, User Type: HUD User). Below this, there are dropdown menus for "Module Name" (set to "Housing Inventory") and "Sub Module Name" (set to "Development"). A "View Role" dropdown is set to "Approve Development". A table shows the role details:

Remove	Role	Level	Entity
<input type="checkbox"/>	Approve Development	Hub	SHCHI Chicago Hub

At the bottom, there is a "Select/Deselect All" checkbox and a "Remove Role" button. The page footer indicates "Pages 1".

- Access to various modules and submodules of PIC is controlled by the Security Administrator via the Security Administration module.
- Most modules and submodules have options for 'read only,' 'submission,' and 'approval' roles.

To grant access to modules and submodules within PIC:

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- Log in to PIC and enter the Security Administration module.
- Choose the WASS ID/M# for the user you need to assign roles to. This takes you to the role assigning page for a particular user.
- Select the appropriate module from the pull down menu and click 'select,' then select the submodule and click 'select.'
- Click the 'Add Role' link.
- Select the appropriate role under the 'Available Roles' pull down menu and click 'Go.'
- Select 'Field Office HA' under the 'Security' pull down menu and click 'Go.'
- Select your PHA from the 'Field Office HA' list and click 'Save.'

Security Administration Summary

https://hudapps.hud.gov/picest/security/secuserssummary.asp

Security Administration Summary

User ID: [Redacted]
User Name: Yvonne Long
User Type: HA User

Module Name: Housing Inventory (Select)
Sub Module Name: Development (Select)

View Role: Edit Development (Select) [Add Role](#) [Remove All Roles](#)

Records 1 to 1 of 1

Remove	Role	Level	Entity
<input type="checkbox"/>	Edit Development	Field Office HA	IL003 Peoria Housing Authority

Select/Deselect All Pages 1

Security Administration Add Role

https://hudapps.hud.gov/picest/security/secaddrole.asp

Security Administration Add Role

User ID: [Redacted]
User Name: Yvonne Long
User Type: HA User
Module Name: Housing Inventory
Sub Module Name: Development

Role/Data Details

Available Roles: [Edit Development](#) [Go](#) [View Actions](#)

Security: Field Office HA [Go](#)

Field Names	Key Value
Hub	SHCH Chicago Hub
Field Office	SAPH CHICAGO HUB OFFICE
Field Office HA	IL001 E. St. Louis Housing Authority IL002 Chicago Housing Authority IL003 Peoria Housing Authority IL004 Springfield Housing Authority IL005 Granite City Housing Authority IL006 Champaign County Housing Authority IL009 Henry County Housing Authority IL010 OMAHA Black Island Court IL011 Danville Housing Authority

Select/Deselect All

My access has expired. Help!

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PIC active users list ('exp' indicates expired users)

PIC inactive users list

Security Administration List

Enter Search Text: [Search]

Select User Status: Active

Users 1 to 36 of 36

User ID	User Name	User Type	Status
[redacted]	Marsel Freeman	HUD User	Active
[redacted]	Bonnie D Sims	HUD User	Active
[redacted]	Many Polk	HUD User	Active
[redacted]	Cheryl Evans-Peterson	HUD User	Active
[redacted]	Ellison Lewis	HUD User	Active
[redacted]	Cynthia Mitchell	HUD User	Active
[redacted]	Judith Hatfield	HUD User	Active
[redacted]	Jacqueline Ellison	HUD User	Active
[redacted]	Elmore Richardson	HUD User	Active
[redacted]	Linda Eller	HUD User	Active
[redacted]	Lisa P Rogers	HUD User	Active
[redacted]	Belinda Francisco	HUD User	Active
[redacted]	Cynthia L Harvey	HUD User	Active
[redacted]	Steven E Meiss	HUD User	Active
[redacted]	Aleese Thomas	HUD User	Active
[redacted]	Eleny Ladiae	HUD User	Active
[redacted]	Gilbert B Galinato	HUD User	Active
[redacted]	Steven J DiPietro	HUD User	Active
[redacted]	Pam Kosuth	HUD User	Active
[redacted]	Nichole Bailey	HUD User	Active
[redacted]	William Siska	HUD User	Active
[redacted]	Donica Davis	HUD User	Active
[redacted]	Todd Wendorf	HUD User	Active
[redacted]	Joseph Nemadi	HUD User	Active
[redacted]	Tedd T Termunde	HUD User	Active

(exp) = Expired User id.

Security Administration List

Enter Search Text: [Search]

Select User Status: Inactive

Users 1 to 11 of 11

User ID	User Name	User Type	Status
[redacted]	Virginia Chambers	HUD User	Inactive
[redacted]	William Spoonman	HUD User	Inactive
[redacted]	Rebecca Taylor	HUD User	Inactive
[redacted]	Regina Satterfield	HUD User	Inactive
[redacted]	David P McMullin	HUD User	Inactive
[redacted]	Lary Kobb	HUD User	Inactive
[redacted]	Derrick Bozeman	HUD User	Inactive
[redacted]	Janet Elson	HUD User	Inactive
[redacted]	Leigh Schrock	Super User	Inactive
[redacted]	Lary Boss	HUD User	Inactive
[redacted]	AmyJo Conroy	HUD User	Inactive

(exp) = Expired User id.

When a user's access has expired and the user still requires access:

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- Select the user from the 'Active' or 'Inactive' user list
- Click on the user's WASS ID.
- Click 'Modify User Info'
- In the expiration date box, enter a date roughly 1-2 years in the future
- Change 'User Status' to 'Active' if needed
- Click 'Submit User Info'

Modify User Information - Security Administration

https://hudapps.hud.gov/picrest/security/secUserDetails.asp

Get Help | Logout / Return to Secure Systems

Security Role Maint Access Reports Activity Reports User Certification

Security Details

Hub: SHCHI Chicago Hub
Field Office: SAPH CHICAGO HUB OFFICE

User Details

User Id: [Redacted]

User Type: HUD User [Modify]

First Name:* William

Middle Initial: [Empty]

Last Name:* Siska

Email Address:* William_Siska@hud.gov

Confirm Email Address:* William_Siska@hud.gov

Effective Start Date:* 01/19/2010 (mm/dd/yyyy)

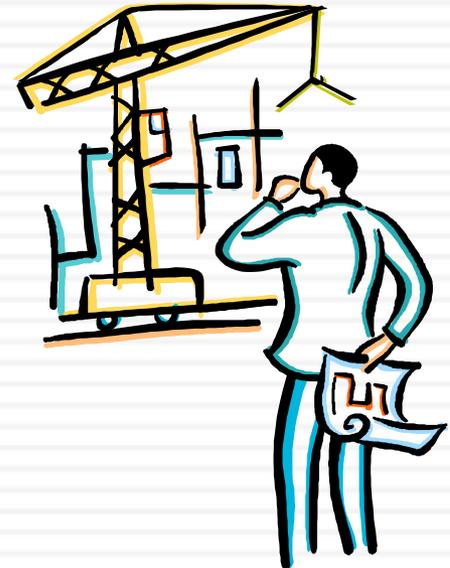
Expiration Date:* 04/15/2012 (mm/dd/yyyy)

User Status:* Active

Comments: [Empty]

Cancel Submit User Info

Development Submodule



Development submodule

- Common tasks performed in the development submodule:
 - ▣ Uploading buildings & units (B&U)
 - ▣ Submitting B&U inventory data for approval
 - ▣ Proposing and submitting unit tenant status changes
 - ▣ **Submitting Capfund certification**
 - ▣ Submitting development regrouping requests
 - ▣ Submitting inventory removal applications (mostly SAC's purview, although FO plays a small role)

PIC Data and Capital Funding

- You should submit your B&U inventory data at least once per year before the Cap Fund certification period begins.
 - ▣ This is especially important if you've had changes to your standing unit bedroom count or if you've added/removed buildings & units recently. **The Capfund certification data extract is based only on approved b&u inventory data.**
 - ▣ You can submit your b&u inventory data through the first **“Submit Unit Information”** link under the Submission tab in the Development submodule.
- To submit unit tenant status changes (i.e. mod, casualty loss, market conditions, etc.), you must submit under the second **“Submit Unit Status Changes”** link under the Submission tab in the Development submodule.

Important distinction!

For B&U Data Submissions (i.e. new buildings and units added, bedroom size changes, etc.) [CLICK HERE](#).

[Get Help](#) | [Logout / Return to Secure Systems](#)

For UTSC requests (i.e. mod units, etc.) [CLICK HERE](#).

vs.

Submission Comments

Logoff

Don't forget to submit!



All changes are subject to approval by Field Office personnel.

MTCS Data Transfer

All applicable tenant certification records have been extracted from the old MTCS system and transferred to the new Form 50058 Module in PIC.

Status History

Date	Status	Author	
03/29/2012	Approved (for Unit Status Changes)	Katherine L Stuckemeyer	
03/28/2012	Submitted (for Unit Status Changes)	MARY THOMAS	
03/28/2012	Approved (for Unit Status Changes)	Katherine L Stuckemeyer	
03/16/2012	Submitted (for Unit Status Changes)	MARY THOMAS	
10/06/2011	Approved	Shirley Wong	
10/06/2011	Submitted	Shirley Wong	
06/05/2009	RMI Approved	Donica Davis	

Things to Remember:

- Cap Fund data is drawn from PIC data that has been approved by the field office before the certification cutoff date.
- Building and unit data cannot be submitted if there are still unit status changes submitted pending approval. These changes must be approved or rejected before the B&U data can be submitted.
- **Review your data early!** Some changes must be made by HUD Super Users. This is a multi-step process, so you should allow adequate time.

Lifecycle of a building/unit:

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1. The HA puts together a site acquisition proposal and/or development proposal for HUD review and approval.
2. The development proposal is approved by HUD and all the legal documents are signed by all parties.
3. The HA requests that the HUD Field Office create the new development number in IMS/PIC with an estimated DOFA date.
4. Developers build the buildings and units.
5. The PHA uploads the new buildings and units into IMS/PIC.
6. The HUD Field Office approves the additions to the inventory.
7. The PHA takes ownership of the buildings (and reports a DOFA actual date to HUD).
8. The PHA leases the units and begins collecting rent and receiving subsidy.
9. Annually, the PHA receives a capital fund grant for capital maintenance on the buildings and units.
10. When the building is no longer economically or programmatically viable, the PHA submits an application to the Special Applications Center (SAC) through IMS/PIC to remove the building from inventory.
11. The SAC approves the removal request.
12. The PHA removes the units (e.g., disposition or demolition).
13. The PHA marks the building and units as "Removed" in IMS/PIC.
14. The HUD Field Office approves the removal, at which time the totals and subtotals for buildings and units are recalculated.
15. When all units in the development have been removed and the legal documentation has been completed to terminate the development, it will be changed to "terminated" status in IMS/PIC by HUD headquarters.

Correcting B&U discrepancies

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- REAC's website contains their policies for making various building and unit data discrepancy corrections:
https://www.hud.gov/program_offices/public_indian_housing/systems/pic/bu
- The link includes a list of what different types of users (i.e. HA users, HUD FO users, Super Users) can change as well as templates for making B&U corrections.
- The site also discusses the process for submitting development regrouping proposals through the Maintain Inventory tab in the Development submodule.
 - See pgs. 1-61 to 1-65 of the Development submodule user guide for more details: https://www.hud.gov/sites/documents/DOC_11662.PDF
 - See also development regrouping job aid: https://www.hud.gov/sites/dfiles/PIH/documents/Creating_Regrouping_Proposals.pdf

Removing units from inventory

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- SAC's website contains their policies regarding various types of inventory removal:
<http://www.hud.gov/offices/pih/systems/pic/sac/index.cfm>
- This is mostly SAC's purview, but the HUD FO plays a minor role in approval once the HA inputs removal transaction dates into PIC.
- See the Inventory Removals submodule user guide for more info:
http://portal.hud.gov/huddoc/DOC_11663.pdf

Requesting Unit Tenant Status Changes



Why are UTSCs important?

- Capital Funding and Operating Subsidy is being calculated using PIC unit tenant status data (see PIH Notices 2011-07 and 2021-12).
- PHAs are responsible for accurate reporting to PIC: 24 CFR 990.200 (b).
- Accurate data means accurate inventory reports which improves oversight by PHAs and HUD.

Overview of UTSC guidance

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❑ Current guidance: PIH Notice 2011-07

➤ Permitted unit categories:

Occupied

- Assisted Tenant
- Employee
- Non-Assisted Over-Income
- Police Office
- Unauthorized

Vacant

Vacant (HUD approved)

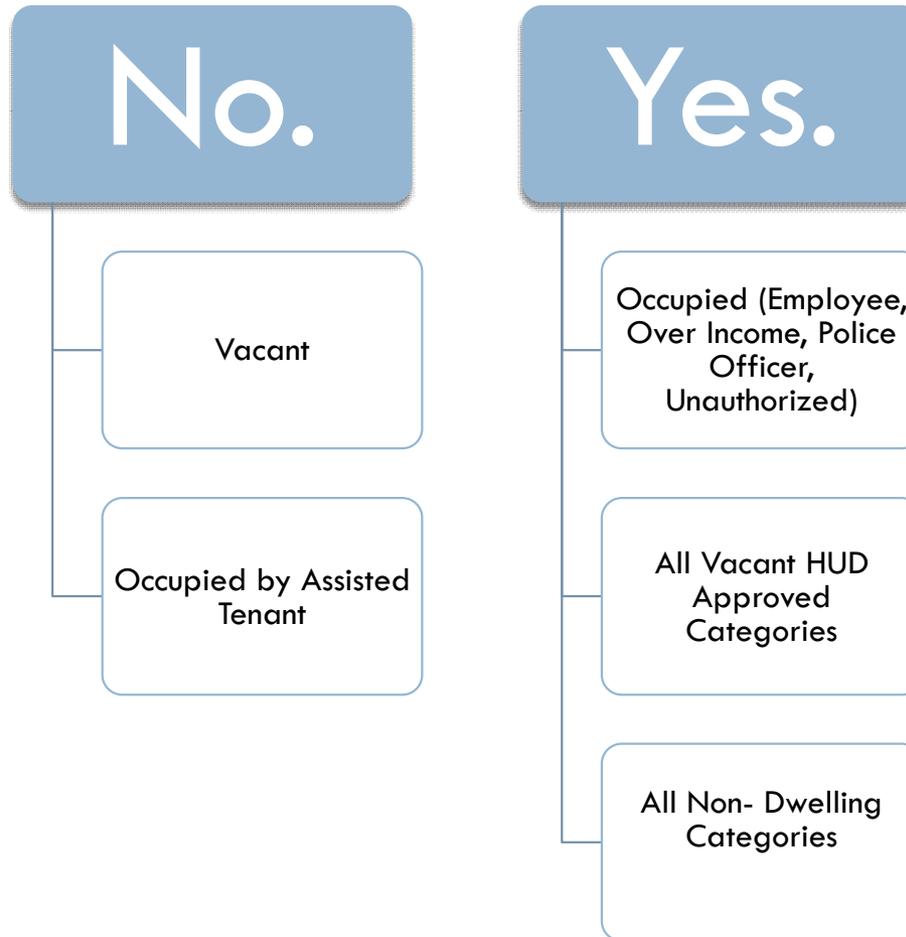
- Undergoing Modernization
- Court Litigation
- Natural Disaster
- Casualty Loss
- Market Conditions
- Demo-Dispo Approved

Non-Dwelling

- Anti Drug/Crime
- Self Sufficiency Activities
- Other Resident Activities
- MTW Neighborhood Services
- Administrative Uses
- Resident Amenities
- Unauthorized

Is HUD approval required for this UTSC?

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When in doubt, consult 2011-07:

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http://www.hud.gov/offices/pih/publications/notices/11/pih2011-7.pdf

http://www.hud.gov/offices/pih/publications/notices/11/pih2011-7.pdf

Facebook Apple Yahoo! Google Maps YouTube Wikipedia News (793) Popular

Category	Sub-Category	Requires HUD Approval in IMS/PIC – Y/N	Requires HUD Approval Outside of IMS/PIC? If so, what type of approval is necessary?	Maximum Term of Initial Approval.	Eligible for Full Operating Subsidy?
<i>Occupied</i>	<i>Assisted Tenant</i>	<i>No</i>	<i>No- Automatically populated when Form HUD 50058 is submitted</i>	<i>Not applicable</i>	<i>Yes</i>
	<i>Employee</i>	<i>No</i>	<i>Yes- Approval Letter</i>	<i>3 years</i>	<i>No</i>
	<i>Non-Assisted Tenant Over-Income</i>	<i>No</i>	<i>Yes- PHA Plan and Approval Letter</i>	<i>3 years</i>	<i>No</i>
	<i>Police Officer</i>	<i>No</i>	<i>Yes- PHA Plan and Approval Letter</i>	<i>3 years</i>	<i>No</i>
	<i>Unauthorized*</i>	<i>No</i>	<i>Yes – Approval Letter</i>	<i>Case-by-Case</i>	<i>No</i>
<i>Vacant</i>	<i>Vacant</i>	<i>No</i>	<i>No- Automatically populated when Form HUD 50058 is submitted.</i>	<i>Not applicable</i>	<i>Yes, for a limited number per 24 CFR 990.150</i>
<i>Vacant HUD</i>	<i>Undergoing Modernization</i>	<i>Yes</i>	<i>Yes- PHA Plan and Approval Letter</i>	<i>3 years</i>	<i>Yes</i>
	<i>Court Litigation</i>	<i>Yes</i>	<i>Yes- Approval Letter</i>	<i>3 years</i>	<i>Yes</i>
	<i>Natural Disaster</i>	<i>Yes</i>	<i>Yes- Approval Letter</i>	<i>3 years</i>	<i>Yes</i>
	<i>Casualty Loss</i>	<i>Yes</i>	<i>Yes- Approval Letter</i>	<i>3 years</i>	<i>Yes</i>

Who is involved in making a UTSC?

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- PHA
 - ▣ Requests UTSC via request letter/FO form (email your specialist)
 - Units offline for modernization must be in a HUD-approved Five Year PHA Plan, Annual PHA Plan, or Five Year CFP Action Plan (24 CFR 990.145).
 - ▣ Provides all necessary documentation
 - ▣ If UTSC is approved, makes status change in PIC
- HUD Point of Contact (POC)
 - ▣ Reviews request and supporting documentation
 - ▣ If appropriate, generates approval letter
- HUD PIC Coach
 - ▣ Approves UTSC in PIC after confirming that the change has been approved

What is the process for making a UTSC?

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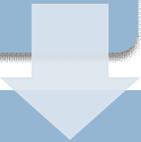
PHA requests UTSC via request letter/FO form from HUD and provides all necessary supporting documentation to HUD POC.



HUD POC reviews request and documentation. If appropriate, HUD POC approves request and sends approval letter to PHA.



PHA proposes and submits unit status changes in PIC.



HUD POC approves UTSC after confirming that proposed changes have a signed HUD approval letter.

Common UTSC issues

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- Allow ample time for UTSC approval process. Each situation is unique and must be approved on a case-by-case basis.
- Do not propose or submit unit status change(s) in PIC unless the change has been approved via a HUD approval letter.
- Each change must have an effective date, which is specified in the HUD approval letter.
- HUD users cannot make any changes to units that are classified as 'occupied,' nor can HUD users change units from 'occupied' to 'vacant.'
- For step-by-step instructions on how to propose and submit UTSCs in PIC, see the following job aid:
https://www.hud.gov/sites/dfiles/PIH/documents/Unit_Tenant_Status_Changes-PHA_Instructions.pdf

Time limitations on UTSC approvals

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- Maximum terms of initial approval are detailed in PIH Notice 2011-7.
 - ▣ Note: This is the maximum term. The approval letter may specify a shorter term.
- Statuses must be re-approved at the end of the initial approval period.
- A unit may only remain in a sub-category as long as it satisfies the conditions of that category. It is the responsibility of the PHA to notify HUD when a unit no longer satisfies the conditions of a sub-category, regardless of length of approval.

PIC Data and Operating Subsidy

- PIH Notice 2021-12 “Public Housing Operating Subsidy Calculations for CY 2021”:
<https://www.hud.gov/sites/dfiles/PIH/documents/PIH2021-12.pdf>
- Always reference the most current notice available, timeframes and procedures could change from year to year.
- The above referenced notice is regarding the Operating Subsidy eligibility calculations for **CY 2021**, which is based on a “look back” period from 7/1/19-6/30/20.
- For more technical questions about operating subsidy calculations, please contact your assigned financial analyst.

PIC Data and Operating Subsidy

- HUD is increasingly relying upon data that PHAs enter into HUD systems, most notably PIC unit status data, to run the Operating Fund formula.
- As part of the CY 2021 Operating Subsidy process, HUD used PIC data entered by PHAs to pre-populate the unit status fields in the HUD form 52723. This was done as part of the CY 2011-2020 processes as well. Beginning in CY 2013, most unit status cells in the 52723 forms were locked and not editable by PHAs.
- In order for HUD to provide pre-populated forms HUD-52723 to PHAs on a timely basis, PHAs will need to intensify their efforts to ensure that the data they enter in PIC is accurate and timely.

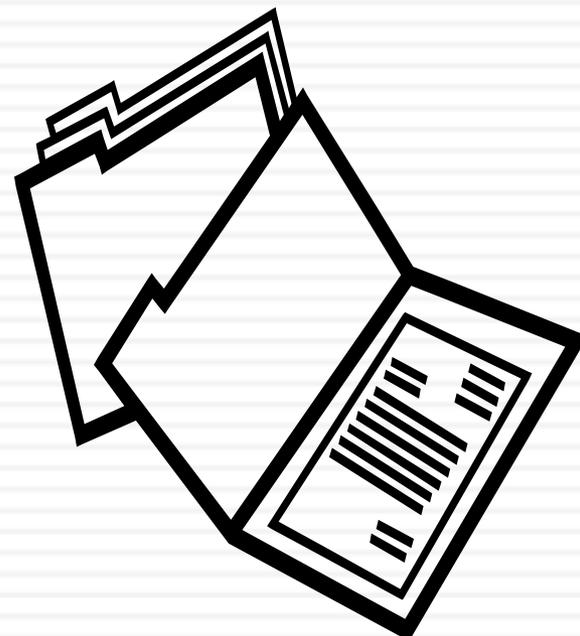
PIC Data and Operating Subsidy

- Based on PIC building and unit data, HUD will generate a list identifying projects it has determined to be eligible for funding, and those that are not eligible for funding. HUD generates the Excel Tools based on this list.
- To help ensure that HUD generates Excel Tools for all projects that are eligible for funding, but not for those that are ineligible, PHAs should contact their Field Office within the timeframe published in the notice to advise them of any errors (eligible projects missing from the list, or ineligible projects on the list, etc.).
- As in previous years, if HUD generates a Tool for a project that is not eligible, the PHA should not submit that Tool.
- HUD will deploy the finalized Excel Tools by the deadline indicated in the most recent notice. PHAs must submit their completed Excel Tools to the appropriate Field Office (FO) no later than the timeframe established in the notice.

What to do if corrections are needed

- If an update or correction is necessary, PHAs should immediately:
 - ▣ Update PIC with corrected data to the extent possible. PHAs should review any PIC FAQs and PIC system guides for possible solutions.
 - ▣ Where a PIC data issue is found that is beyond the PHA ability to update or correct, the PHA should contact its Field Office PIC Coach or Financial Analyst to determine if the Field Office can resolve the issue. If the Field Office cannot resolve the issue, the PHA should contact the REAC Technical Assistance Center (TAC) for assistance and obtain a PIC ticket number. Additionally, PHAs must provide the REAC TAC with the project number(s) involved and detailed description of data issue(s).
 - ▣ Where appropriate, PHAs should confirm that PIC has been corrected. To do so PHAs should either, review PIC, get an email confirmation from the Field Office, or review the subsequent current unit status data reports discussed herein to confirm that the data has been corrected. Some data issues may take an extend time period to correct. In these cases, PHAs should work with HUD Field Offices to correctly report unit status data on the HUD-52723 electronic form when these forms are distributed. The process for this is outline in the operating fund notice every calendar year, so you should always check the most recent notice.

50058 submission error report



50058 submission error reports

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- Always check your error report after every 58 transmission to make sure all forms have been accepted.
- If everything is green, then all forms were accepted with no errors!
 - Even if the system accepts a submitted file without any errors or warnings, the user should review the Form 50058 Report Details report to verify the Number of Records Accepted. You can click on “HTML” to verify submission details.

pic Upload Report View Report Frequent Errors

Shirley Wong (H44978) Field Office: 5APH CHICAGO HUB OFFICE
Housing Authority: IL001 E. St. Louis Housing Authority

PIC Main Form 50058 Report Details

Submission
Submission Date: 2012-04-13 Submission Time: 17:59:35
Viewer Submission Filename: F50058.ASC
Reports Ticket Number: 4834453

Tenant ID Management **No Errors** were found in the HUD 50058 forms you submitted. All the forms are **accepted** without any change requirement.

Logoff **Submission Summary Report Format**

HTML	HTML representation of the Submission summary report
XML	XML representation of the Submission summary report
CSV	Comma Separated Values -- can be viewed in MS-Excel
TXT	Text representation of the Submission summary Report
ANALYSIS	Analysis Report on Error Messages Submission summary

50058 submission error reports

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- If you see the report displayed in red, then one or more forms has been rejected due to a fatal error(s). Click on “HTML” to get more information about the fatal error(s) you must correct.

The screenshot displays the PIC system interface. At the top left is the PIC logo. Navigation buttons include 'Upload' and 'Report'. A blue bar contains 'View Report' and 'Frequent Errors'. User information for Shirley Wong (H44978) is shown, including Field Office (5APH CHICAGO HUB OFFICE) and Housing Authority (IL001 E. St. Louis Housing Authority). The main section is titled 'Form 50058 Report Details'. Under 'Submission', it shows Submission Date: 2012-04-13 and Submission Time: 12:20:00. Under 'Viewer', it shows Submission Filename: F50058.ASC. Under 'Reports', it shows Ticket Number: 4833064. A table lists submission error report formats:

Format	Description
HTML	HTML representation of the Entire Error report
HTML - WARNING	HTML representation of the Warnings only
HTML - FATAL	HTML representation of the Fatal Errors only
XML	XML representation of the Error report
CSV	Comma Separated Values -- can be viewed in MS-Excel
TXT	Text representation of the Error Report
ANALYSIS	Analysis Report on Error Messages

Interpreting submission error reports

- It is important for the user to verify the Number of Form 50058 records submitted, accepted, and rejected.
- The user must review and correct, if appropriate, all Fatal Errors identified for a specific Form 50058 before re-submitting the record.
- The user should also review the “Warning” messages and take appropriate action.

Multifamily Tenant Characteristics System

FORM HUD-50058 ERROR ANALYSIS REPORT

HA ID:	IL085	Return ID:	IL085
Transmission Date:	04-02-2012	Vendor Data:	
Ticket Number:	4810839	Filename:	2040201A.ASC

Summary

Number of 50058 Submitted

Number of 50058 accepted (may contain warnings)	0
Number of 50058 rejected without any processing	0
Number of 50058 having fatal errors	1
Total number of fatal errors in transmission	3
Total number of warnings in transmission	0

Validations against the Technical Reference Guide have been performed.

Validations against the MTCS Database have been performed.

Form Number : 1

Last Name	Webb	First Name	Lisa
SSN	██████2541	Number of Errors	3
Program Type	P	Type of Action	1
Effective Date	10-24-2011		
Development Number	IL085000002	Building Number	54
Building Number Entrance	2	Unit Number	332
PHA USE ONLY			
	000 002 54 2 332		

Error Number: 1

Field Number: 2a

Error Message: FATAL: 4182 - This tenant already exists at this PHA in the IMS-PIC database. New admission cannot be accepted

Rec Nbr in Error	Section	Field in Error	Field Contents
000002	B	Type of Action	1

Error Number: 2

Field Number: 3n

Error Message: FATAL: 4176 - A different unit is already occupied by this Head of Household. Use action 7 to change a unit

Rec Nbr in Error	Section	Field in Error	Field Contents
000002	B	Head of Household SSN	██████2541

Error Number: 3

Field Number: 1e,1f,1g

Error Message: FATAL: 4044 - Unit must be vacant in case of New Admission, Historical Adjustment, or Other Change of Unit

Rec Nbr in Error	Section	Field in Error	Field Contents
000002	B	Unit Information	54-2-332

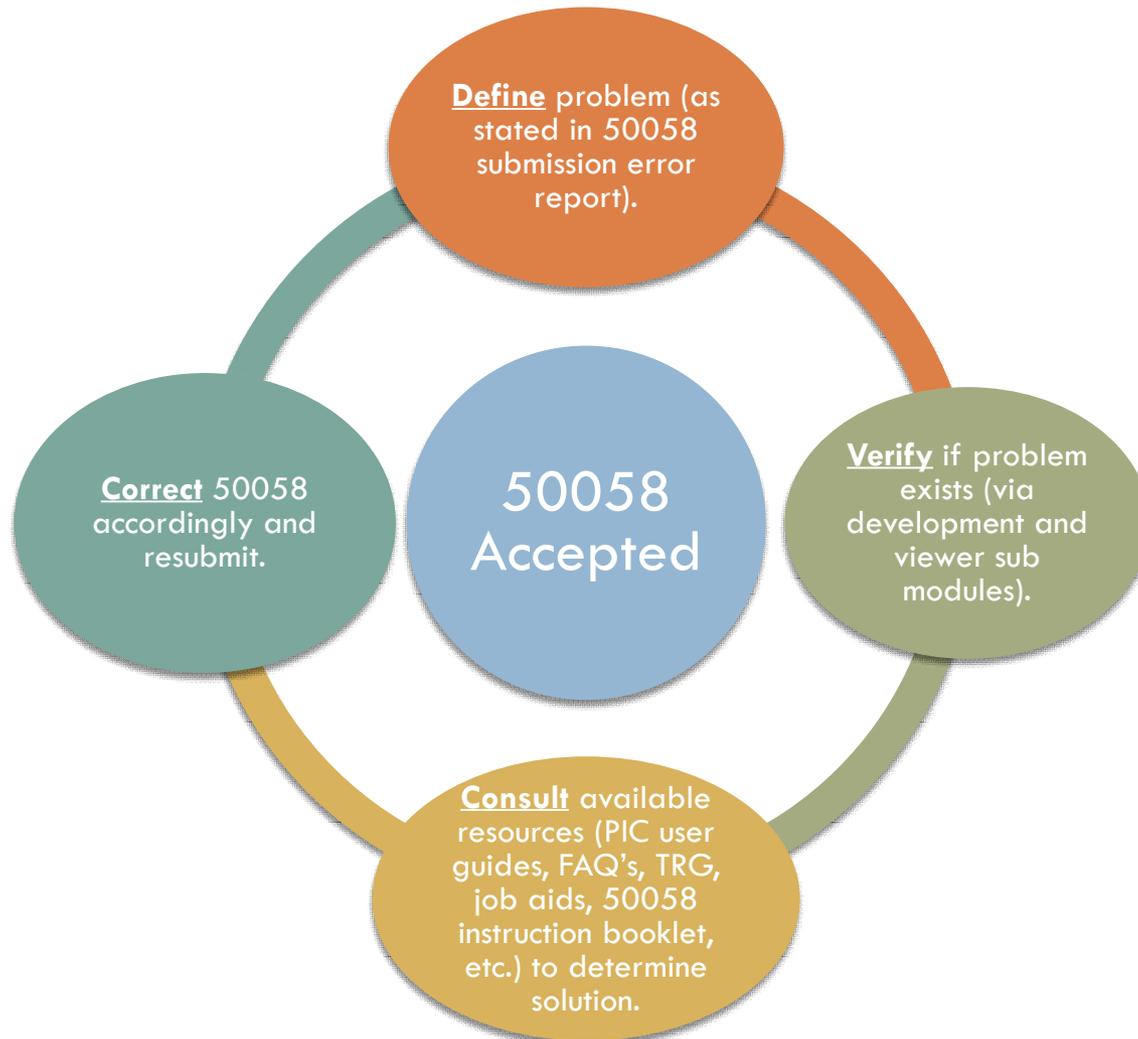
Interpreting submission error reports

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- The Submission Error Report identifies the Form Number with errors or warning messages by the Head of Household (last name, first initial, and SSN), Type of Action, and Effective Date of Action.
- The Error Message includes the Field Number in error, a Fatal or Warning reference and message, Record Number in Error, Section in error, Field in Error, and Field Contents reported. The Error Message will describe the reason why the record received a Fatal or Warning message.
 - If needed, the user can use the Form HUD-50058 Family Report Technical Reference Guide (TRG) to review the required data edits for the particular field in error. The TRG is available at the following link:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/systems/pic/50058/pubs/trg
 - Pay close attention to the Field Number, Field in Error, and Field Contents. This tells you exactly which field on the form (and what content) is triggering the error.
 - *If there's an error with a SSN for example, a common mistake is that the HA user will think the HOH's SSN is causing the error when the error report clearly indicates that a different household member is triggering it.*

50058 troubleshooting framework

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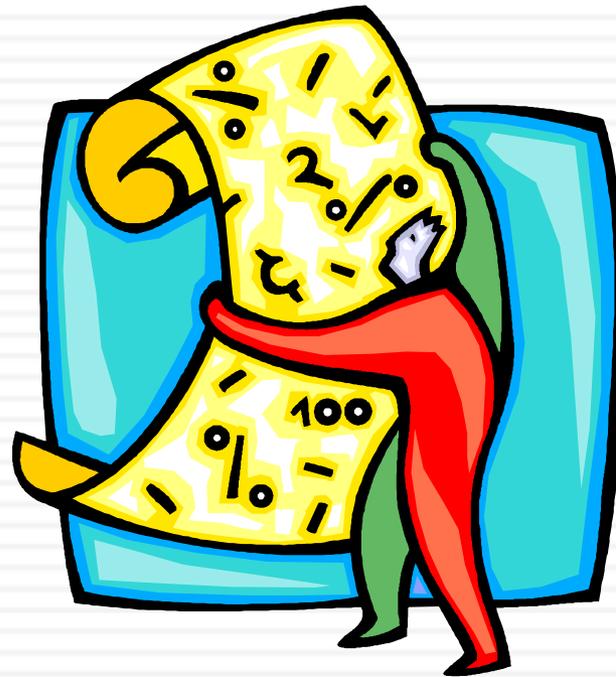
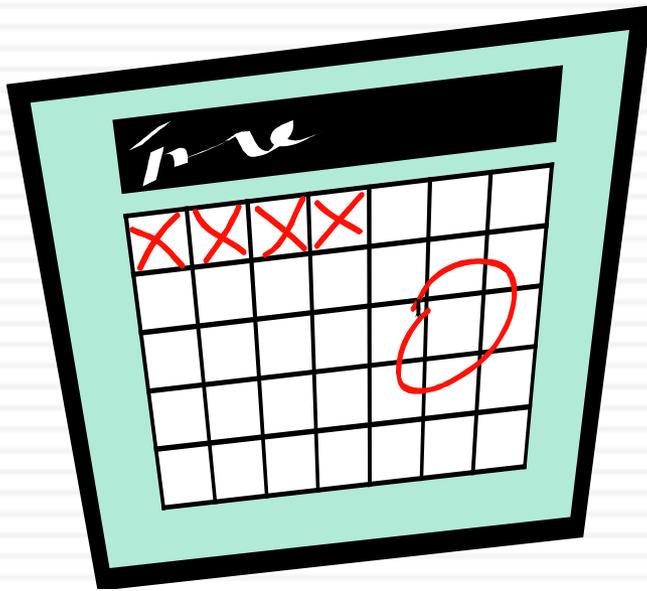


How to Resolve 58 Submission Errors

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- PHAs with third-party software should start with their software's technical assistance.
- Form 50058 Guidance:
https://www.hud.gov/program_offices/public_indian_housing/systems/pic/50058/pubs
- Form 50058 Job Aids:
https://www.hud.gov/program_offices/public_indian_housing/systems/pic/ts
 - Form-50058 Submission - Submission Error Reports
 - Form-50058 Submission - Change of Head of Household 50058 information
 - Form-50058 Submission - Change of Unit 50058 information
 - Form-50058 Submission - Deceased Tenant 50058 information
 - Form-50058 Submission - Section 8 Portability 50058 information
 - Form-50058 Viewer - Searching for a Tenant
 - Form-50058 Viewer - Overlapping Date Report
 - Form-50058 Viewer - Portability Billing Report
 - Form-50058 Reports - Delinquency Report instructions
 - Form-50058 Reports - Reexamination Report instructions
 - Form-50058 Reports - HQS Inspection Report instructions
 - Form-50058 Reports - How to Manually Calculate the Voucher Reporting Rate
 - Form 50058 - Tenant ID Management
 - Form 50058 - Tenant ID Management - Invalid Tenant ID Report

PIC monthly summarization reports



PIC monthly summarization reports

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What is summarization?

- The summarization process includes the collection of data and generation of percentages and averages for the Reports sub-module of the Form 50058 module.
- PHAs must transmit Form HUD-50058 by Midnight on the Thursday before the first Friday of the following month for inclusion in the summarization process. In addition, **forms must have an effective date that falls within the report date range.**
- On the first Friday evening of the following month, the Form 50058 module begins the summarization process. This process takes 30-40 hours after which you can access the Form 50058 module monthly reports for the previous month.
 - Example: If you transmit Form HUD-50058 data during the month of April and May 1st falls on Tuesday, the Form 50058 module must receive data by Midnight (EST) on Thursday, May 3 for inclusion in your April monthly reports. The summarization process begins the first Friday in May (May 4th in this example) and usually is completed by mid-day Sunday. Until this summarization process is completed, the PHA can only access March reports. After the summarization process is completed, you can access April reports.
- Resources for monthly summarization reports:
 - FAQs for 50058 submissions:
https://www.hud.gov/program_offices/public_indian_housing/systems/pic/faq/58sub
 - FAQs for 50058 reports:
https://www.hud.gov/program_offices/public_indian_housing/systems/pic/50058/faq
 - 50058 reports user guides:
https://www.hud.gov/program_offices/public_indian_housing/systems/pic/50058/guides

PIC monthly summarization reports

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- Common questions:
 - ▣ How is my delinquency reporting rate calculated?
 - Why did this tenant not show up in the list of 50058s received?
 - Why is my reporting rate incorrect?
 - ▣ Why is this tenant showing up on my late reexamination report?
 - ▣ Why is this household showing up on my late HQS inspection report?
 - ▣ I just submitted a 50058 which was accepted by PIC but the household still appears on one of the above reports. How do I get them removed?

Delinquency report

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- How is my delinquency reporting rate calculated (needs to be greater than 95%, rounded)? See [50058 reports FAQ's](#):

The reporting rate is calculated as "50058 Received" divided by "50058 Required," expressed as a percentage. The definitions for "50058 Received" and "50058 Required" vary by program type:

a. 50058 Received:

1. Public Housing - Forms received successfully whose effective dates fall within the 14-month reporting period with Program (1c)=P and action types are New Admission (2a=1), Annual/Interim Reexamination (2a=2 or 3), Other Change of Unit (2a=7), Flat Rent Annual Update (2a=12), or Historical Adjustment (2a=14).
2. Vouchers - Forms received successfully whose effective dates fall within the 14-month reporting period with Program (1c)=VO or CE and action types are New Admission (2a=1), Annual/Interim Reexamination (2a=2 or 3), Portability Move-In (2a=4), Other Change of Unit (2a=7), or Historical Adjustment (2a=14).
3. Mod Rehab - Forms received successfully whose effective dates fall within the 14-month reporting period with Program (1c)=MR, Mod Rehab SRO Program for Homeless (13b)=n or Mod Rehab SRO unit (not homeless program) (13c)=n with action types of New Admission (2a=1), Annual/Interim Reexamination (2a=2 or 3), Other Change of Unit (2a=7), or Historical Adjustment (2a=14).

b. 50058 Required:

1. Public Housing - The IMS/PIC Development sub-module Unit Details screen total of all units noted as:
 1. ACC=Yes
 2. Unit Submission Status Type = Initial Approval Completed
 3. Unit Status =
 1. "Occupied by Assisted Tenant" or
 4. Unit Submission Status Type =
 1. Demo/Dispo Draft,
 2. Demo/Dispo Proposed or
 3. Demo/Dispo Approved and
 4. Unit Status = "Occupied by Assisted Tenant".
2. Vouchers - Total leased units from the Voucher Management System minus the number of port-outs (Form HUD-50058 is submitted by the receiving PHA) plus the number of port-ins (not included in VMS data but Form HUD-50058 submitted by selected PHA). This allows adjustments for portability.
3. Mod Rehab - The aggregate of UNIT_MONTHS_LSD divided by 12 from the most recently submitted HUDCAPS Mod Rehab Year-End Settlement Table (PAYH) whose YES_PROCESS_FLAG = 'Y' and the 6th and 7th character of TRANS_NUMBER = 'MR' and XORGANIZATION does not end in 'AD'.

Late reexamination report

- The report lists the households that are due for the annual reexamination, or the flat rent annual update (i.e. greater than 13 months). The report displays the following information:
 - Report Item No: the sequential number list of all the items in the report.
 - Head of Household Name and SSN: the name and the social security number of the head of household.
 - Date of the Last Annual Examination: the effective date of action for the new admission, annual reexamination, annual reexamination searching action types.
 - It also displays the date 12 months prior to the projected effective date of the next reexamination for the interim reexamination, portability move-in, other change of unit and historical adjustment. For the flat rent public housing program the date of last annual examination will be the effective date for the records submitted for the flat rent annual update action type.
 - Action Type: the program displays the number of the action type submitted for the tenant.
 - Number of Months since the Last Annual Examination: the number of months since the date of the last annual reexamination.

“Date of last annual examination” –

Date the reported action becomes effective.

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- For family records where the Type of Action (2a) is:
 - New Admission (2a = 1)
 - Annual Reexamination (2a = 2)
 - Flat Rent Annual Update (2a = 12)
 - Date of Last Annual Reexamination is the effective date of action (2b)
- For family records where the Type of Action (2a) is:
 - Interim Reexamination (2a = 3) (excluding flat rent families)
 - Portability Move-in (2a = 4)
 - Other change of unit (2a = 7)
 - Annual Reexamination Searching (2a = 9)
 - Historical Adjustment (2a = 14)
 - Date of Last Annual Reexamination is the projected effective date of next reexamination (2i) minus 12 months.
- NOTE: If 2i is not populated for action types 3, 4, 7 or 14, use 2b and do not subtract 12 months.
- Flat Rent families: If tenant record is marked as Flat Rent (10u) and action code is interim reexamination (2a=3), then Date of Last Annual Reexamination will be projected date of next flat rent annual update (2j) minus 12 months. In this scenario, if 2j is blank use 2i. If both 2j and 2i are filled, calculated the date using 2j.

Late reexamination report

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Reexamination Report - Windows Internet Explorer

Reexamination Report
As of March 31, 2012

Program Type - **Public Housing**

Level of Information - **Public Housing Agency within State IL**

HA Code - **IL040**

HA Name - **Logan County Housing Authority**




[Download in Excel](#) [Print Report](#) [View Entire Report](#)

Click on  for Ascending sort and on  for Descending sort

Report Item No.	Head Of Household Name	Head Of Household SSN	Date of the Last Annual Examination	Action Type	Number of Months since Last Annual Examination
1	Bullard	██████████ 6499	03/01/2011	3 - Interim Reexamination	12
2	Blair L	██████████ 8824	06/01/2011	2 - Annual Reexamination	9
3	Gleason	██████████ 5514	06/01/2011	2 - Annual Reexamination	9
4	Henderson	██████████ 5584	06/01/2011	2 - Annual Reexamination	9
5	Hines	██████████ 0070	06/01/2011	3 - Interim Reexamination	9
6	Kirk J	██████████ 0782	06/01/2011	2 - Annual Reexamination	9
7	Lewis	██████████ 8707	06/01/2011	12- Flat Rent Annual Update	9
8	Mason	██████████ 1626	06/01/2011	12- Flat Rent Annual Update	9
9	Rader	██████████ 8935	06/01/2011	2 - Annual Reexamination	9
10	Stoost	██████████ 8207	06/01/2011	12- Flat Rent Annual Update	9
11	Welsh	██████████ 1100	06/01/2011	2 - Annual Reexamination	9
12	Wilhelm	██████████ 8175	06/01/2011	3 - Interim Reexamination	9
13	Baker	██████████ 4112	07/01/2011	2 - Annual Reexamination	8

HQS inspection report

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- The HQS Inspection Report (Housing Quality Standard Inspection Report) displays data for a selected PHA on its moderate rehabilitation programs, tenant-based voucher, and project-based certificate programs. The PHA can use this report to maintain accuracy of the HQS data, and identify late or missing inspections (i.e. greater than 13 months).
- The HQS Inspection Report provides a list of families and their housing quality standard inspection data:
 - Report Item No: the sequential number assigned to every record in the report.
 - Head of Household's Name: the name of the head of household.
 - Head of Household's SSN: the social security number of the head of household.
 - Last HQS Inspection Date (**line 5i of 50058**): the date of the last HQS inspection for this family.
 - Number of Months Since Last HQS Inspection: the number of months passed since the last HQS inspection.
- If the report contains too many records, the user may use the Select Page Set list to navigate through the report more easily.

HQS inspection report

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HQS Inspection Report - Windows Internet Explorer

HQS Inspection Report

As of March 31, 2012

Program Type - **Voucher-Funded Assistance**

Level of Information - **HA within State IL**

HA Code - **IL126**

HA Name - **Housing Authority of the City of Marion Illinois**



[Download in Excel](#) [Print Report](#) [View Entire Report](#)

Click on ▲ for Ascending sort and on ▼ for Descending sort

Report Item No.	Head Of Household's Name	Head Of Household's SSN	Last HQS Inspection Date	Number of Months Since Last HQS Inspection
1	LEC	5354	04/04/2011	11
2	BAK	5443	04/05/2011	11
3	EAI	0909	04/07/2011	11
4	WO	0786	04/11/2011	11
5	HAP	5741	04/15/2011	11
6	WO	4520	04/19/2011	11
7	WIL	5401	04/20/2011	11
8	TEC	3586	05/17/2011	10
9	FRO	1041	05/20/2011	10
10	DAV	0785	05/23/2011	10

Important things to remember about monthly summarization reports...

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- *These are not live reports.* The monthly summarizations occur on the first Friday of the month for the preceding month. The reports do not instantly update if you submit corrections after summarization has occurred.
 - Therefore, if you upload a 50058 in an effort to address one of the deficiencies identified in a monthly summarization report *after* summarization has occurred, it will not be captured in the report until next month's summarization.
- Pay close attention to the effective date ranges for each report. This often explains why a record was or was not "counted."
 - If you submit a 58 after summarization has occurred, it will not be counted for the preceding month even if the effective date falls within the report's range.
- For reports drawing from specific lines on the 50058 (Reexam, HQS, etc.), verify via the 50058 viewer in both the historic and current database to see if a 58 exists for the action in question. Check to see when the record was submitted (related to the above).
- The 50058 report guides are an excellent reference and contain detailed information about the different report fields and calculations:
https://www.hud.gov/program_offices/public_indian_housing/systems/pic/50058/guides

PIC problem-solving resources

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- You can reset your WASS password at the following link by clicking on “Password Reset” in the System Login box on the right-hand side:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/react/online
- PIC FAQ’s (check here first):
https://www.hud.gov/program_offices/public_indian_housing/systems/pic/faq
- PIC user guides: https://www.hud.gov/program_offices/public_indian_housing/systems/pic/userguides
- PIC job aids:
https://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/systems/pic/ts
- Form 50058 Guidance:
https://www.hud.gov/program_offices/public_indian_housing/systems/pic/50058/pubs
- REAC’s policies for correcting B&U data:
https://www.hud.gov/program_offices/public_indian_housing/systems/pic/bu
- SAC’s policies for inventory removals:
https://www.hud.gov/program_offices/public_indian_housing/systems/pic/sac
- How to update HA Contacts in PIC (first link is FAQ’s, second link is user guide – see pg 1-11):
https://www.hud.gov/program_offices/public_indian_housing/systems/pic/faq
http://portal.hud.gov/huddoc/DOC_11661.pdf
- And of course, your assigned PIC Coach!

Help us help you!

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- If you've done the legwork and you're still stumped, contact your assigned PIC Coach.
- At minimum, you should provide the following information so we can better assist you:
 - ▣ 50058 submission ticket number (if you're trying to resolve a 58 submission error)
 - ▣ Tenant's first and last name and last four digits of SSN
 - MUST BE ENCRYPTED!
 - ▣ Module/submodule where the problem occurred (if applicable)
 - ▣ Date problem occurred
 - ▣ Concisely explain what you are trying to do and what steps you've taken to resolve the issue
 - ▣ Screenshots if you feel they would be helpful
 - REDACT PII!
 - ▣ Your name and contact info

QUESTIONS??????