PIC…
Everything about Errors for
Public Housing

Mary Hirsch-Justice
Housing Data Systems
maryh@housingdatasystems.com

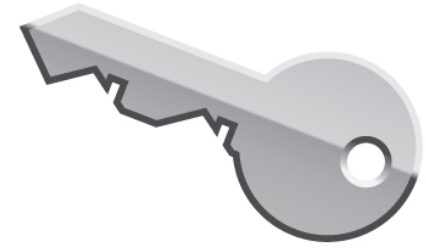**April 18, 2023**

HDS
HOUSING DATA SYSTEMS

Dwelling on what's important

Agenda

- **PIC Error Dashboard**
- **50058 Data Drivers & Action Types**
- **Unit Status and Occupancy**
- **PIC Reports**

PIC ERROR DASHBOARD

HDS
HOUSING DATA SYSTEMS

Dwelling on what's important
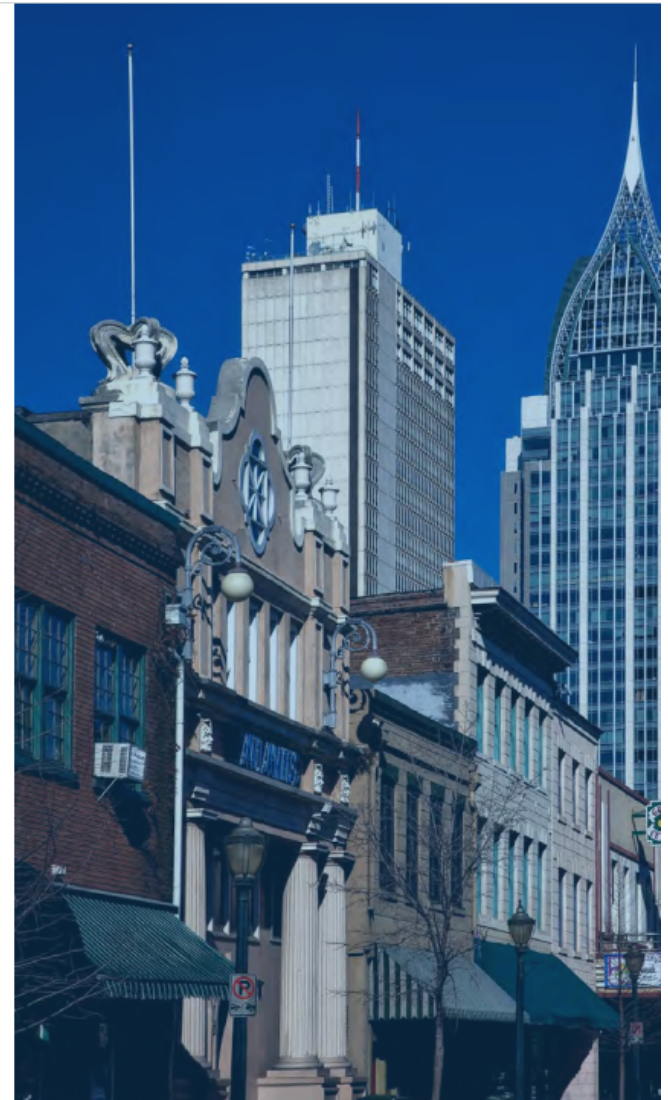
PIC Error Dashboard
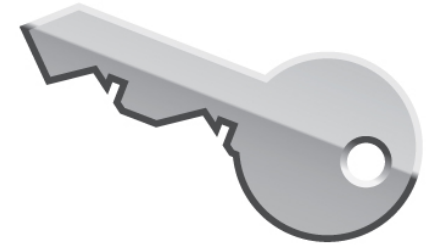
Importance of Accurate PIC Reporting

In the future, disbursements of HAP will be more dependent on PIC data; as a result, the timely and accurate submissions of 50058s have greater importance.

For SEMAP purposes, 50058s are due within 60 days of the effective date of the transmission. However, 50058s should be submitted on a regular basis and rejected submissions should be corrected quickly.

Incomplete PIC reporting could result in inaccurate disbursements of HAP.

PIC Error Dashboard

INVENTORY MANAGEMENT SYSTEM/PIH INFORMATION CENTER (IMS/PIC)

IMS/PIC Related Links

IMS/PIC is responsible for maintaining and gathering data about all of PIH's inventories of HAs, Developments, Buildings, Units, HA Officials, HUD Offices and Field Staff and IMS/PIC Users.

- About IMS/PIC

- Get Help
  - FAQs

- Correcting Building and Unit Data Anomalies

- Form-50058

- Form-50058 Monthly Report Guides (report business rules)

- IMS/PIC Error Dashboard

- CSSR Access Instructions for PHAs

- PIC RAD Relationship

- IMS/PIC Archive

System Login

Existing user? Login here

- Public Housing Agency User

- HUD User

Need a new ID?

- Public Housing Agency User

- HUD User

- System requirements

Quick Find

Highlight an item below and click on "Go to this page"

```
50058
50058 Error Codes
50058 Instruction Booklet
50058 MTW
50058 Technical Reference Guide (TRG)
Asset Management Changes
Building and Unit Data
```

Go to this page ⊙

PIC Error Dashboard

Home / Program Offices / Public and Indian Housing / PIH Online Systems / Inventory Management System/PIH Information Center (IMS/PIC) / Inventory Management System (IMS)/ PIH Information Center (PIC) Error Dashboard

PIC ERROR DASHBOARD

The Inventory Management System (IMS)/ PIH Information Center (PIC) Error Dashboard shows a summary view of IMS/PIC Fatal Errors PHA's receive when inputting the Form 50058 into IMS/PIC and 50058's with overdue reexaminations greater than 14 months. The reports available within the dashboard are updated weekly, with an updated dashboard available every Monday.

The PIC Error Dashboard is accessible both internally to HUD employees and externally to the public. The public-facing dashboard is embedded below and accessible via **this link.**

The PIC Error Dashboard

The date of the current dashboard data may be found on th...

Network	Field Office
All	All

Fatal Error Report: The following table displa... fatal errors. These PIC submissions need to be c... Number" to identify the 50058(s) that need to be... **weekly and is current as of the date noted in**... will not automatically update this report. The en... Program Codes.

current as of: 4/3/2023
IMS/PIC System

/ PIC Ticket & 58 Forms
Needing Revision

129.6K

Leaving HUD.GOV   ✕

You are currently leaving the www.hud.gov website, and headed towards:

https://app.powerbigov.us/view?r=eyJrIjoiMGQ0YmVkZTctMDVhYi00NzQwLWJIYTQtODQwYmVhOGY0...

Are you sure you want to proceed?

[OK] [Cancel]

PHA Code	PHA Name				Program Data	Program Codes		Last Update Date	Form Effective Date
AK001	Alaska Housing Finance Corporation	0017740000	177400004	4	3	2b	Cannot be earlier than the db effective date for this Head SSN.	3/6/2023	9/9/9999
AK001	Alaska Housing Finance Corporation	0660640000	6606400005	5	43	2a	2(a)(Action Type) must be 1(New Admission) or 14 (Historical Adjustment) or 4(Move in) for Household SSN not in this PHA.	9/16/2022	9/9/9999

If you have any feedback on the dashboard or want to request an error be removed, you can submit it **here.**

PIC Error Dashboard

Navigating the Dashboard

To navigate between the reports in the PIC Error Dashboard, use the arrows at the bottom of the screen or select the text to open the menu.

Fatal Errors Summary

Fatal Errors Monitoring
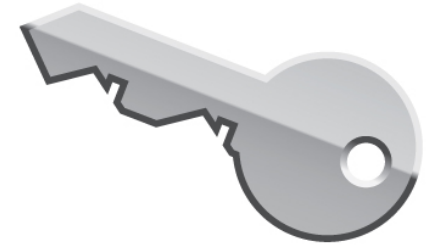
Common Fatal Errors

Overdue Reexams Summary

Overdue Reexams Monitoring

Overdue Reexams Form Rejected

PIC vs VMS UML Exception Rep...

〈 1 of 7 〉

The PIC Error Dashboard

The date of the current dashboard data may be found on the dashboard pages

If you have any feedback on the dashboard or want to request an error be removed, you can submit it **here**.

PIC Error Dashboard

Help HUD refine the dashboard to meet your office's needs. For example, we want to know if you find any anomalies in the data; whether we need to add a new metric or correct an existing one; or if there is something that doesn't make sense and needs clarification.

* Required

Contact Information

Please provide relevant contact information for the team to follow up with your issue.

1. Please input your name. *

   Mary Hirsch-Justice

2. Please input your email address. *

   maryh@housingdatasystems.com

3. Please input your PHA Code. *

   VA039

Next

PIC Error Dashboard

PIC Error Dashboard

* Required

Form Purpose

4. What is your reason for completing the form? *

○ Reporting an issue with the functionality of the dashboard.

⦿ Reporting a fatal error that needs to be removed.

○ Both

Back	Next

Never give out your password. Report abuse

PIC

Request to Remove Fatal Errors from Dashboard

If there is a fatal error showing up on the dashboard that you believe needs to be removed, please provide the following details. If you have already submitted a form, we are working to resolve the issue. Please do not submit another with the same errors.

5. PIC Ticket Number

13763131

6. Form Number

8

7. Error Code

5348

8. Unique ID

Enter your answer

9. Provde any relevant details to explain why this error should be removed.

On 09.01.2021 PIC auto created a Port-out effective 08.12.2021 after VA003 ported the family in effective 08.12.2021. There is no record in VA039's current database in PIC to correct. Please remove this error.

Back   Next
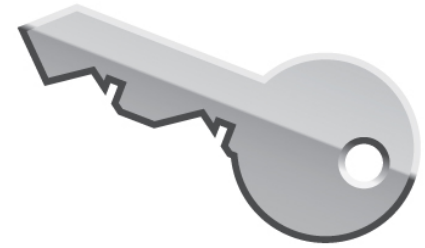
PIC Error Dashboard

PIC Error Dashboard

Additional Thoughts

10. Do you have any suggestions on how we can improve, moving forward?

For example, adding a new metric or report to the dashboard, clarifying any definitions, or making any visuals easier to understand.

Enter your answer

Back   **Submit**

Never give out your password. Report abuse
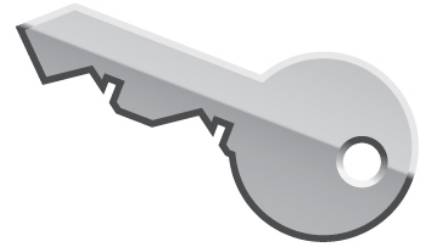
PIC Error Dashboard

50058 Fatal Errors Summary

Field Office	State	PHA Code & Name	MTW	Program w/ Error	Clear All Filters	Data current as of: 4/3/2023
...dwest (5)	MI	MI001-Detroit Housing Commission	All	Public Housing		Source: IMS/PIC System

...Report: The following table displays records submitted by the PHAs in the IMS/PIC system that were rejected as a result of ...These PIC submissions need to be corrected and resubmitted to PIC. Use the "PIC Submission Date," "Ticket Number," and "Form ...identify the 50058(s) that need to be corrected and resubmitted. This data is pulled manually from the PIC system, **updated ...is current as of the date noted in the top right hand corner.** Once an error is addressed and a 50058 is accepted into PIC, it ...matically update this report. The error will remain there until the next data refresh. 50058 Submission FAQs. 50058 Special ...des.

| # PHAs with Fatal Errors	# Unique PIC Rejections	# PIC Ticket & 58 Forms Needing Revision
1	63	48

50058 Submissions that were Rejected in IMS/PIC System due to Fatal Errors

...e	PHA Name	Ticket Number	Unique ID	Form Number	Error Number	Error Field Data	Special Program Codes	Error Description	Last Update Date	Form Effective Date
	Detroit Housing Commission	13656772	136567725	5	2	2a		This tenant already exists at this PHA in the IMS-PIC database. New admission cannot be accepted	2/17/2022	9/1/2021
	Detroit Housing Commission	13656772	136567725	5	3	3n		A different unit is already occupied by this Head of Household. Use action 7 to change a unit	2/17/2022	9/1/2021
	Detroit Housing Commission	13656772	136567725	5	4	1e,1f,1g		Unit must be vacant in case of New Admission, Historical Adjustment, or Other Change of Unit	2/17/2022	9/1/2021
	Detroit Housing Commission	13762172	137621725	5	1	1e,1f,1g		For this action type, HOH or Former HOH SSN should be same as the one existing for this Building Number, Building Entrance Number & Unit Number	3/25/2022	2/11/2022
	Detroit Housing Commission	13947953	1394795313	13	1	3n		A different unit is already occupied by this Head of Household. Use action 7 to change a unit	5/26/2022	5/10/2021
	Detroit Housing Commission	13947953	1394795313	13	2	1e,1f,1g		Unit must be vacant in case of New Admission, Historical Adjustment, or Other Change of Unit	5/26/2022	5/10/2021
	Detroit Housing Commission	14035605	140356051	1	1	2b		A record with a later Effective Date exists in the database. Either remove the later record or change this effective date to a later date	6/30/2022	10/1/2021
	Detroit Housing Commission	14035605	140356051	1	2	1b		PHA Code for tenant does not match with existing PHA Code in database	6/30/2022	10/1/2021
	Detroit Housing Commission	14035605	140356051	1	3	1c		Program type is different than program type in current record. EOP required to change program type	6/30/2022	10/1/2021
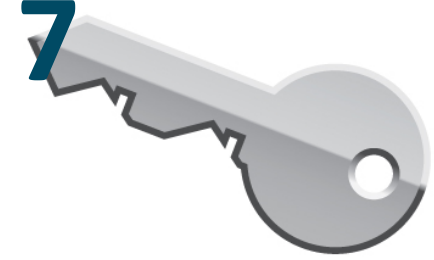
PIC Error Dashboard
Common 50058 Fatal Errors

Network	Field Office	State	PHA Code & Name	MTW	Action Type Categories and Codes	Clear All Filters	Data current as of: 4/3/2023
Upper Midwest (5)	Detroit Hub Office	MI	MI001-Detroit Housing Commission	All	All		Source: IMS/PIC System

Fatal Error Report: The following report provides a high-level overview of 50058 records submitted by PHAs in the IMS/PIC System that were rejected as a result of fatal errors by Action Type. The data is pulled manually from the PIC System, **updated weekly and is current as of the date noted in the top right hand corner.** Once an error is addressed and a 50058 is accepted into PIC, it will not automatically update this report. The error will remain there until the next data refresh. 50058 Submission FAQs.

Count of PIC Errors by Action Type

Action Type Code and Name	# of Unique Errors
1 — New Admission	108
2 — Annual Reexamination	115
3 — Interim Reexamination	69
4 — Portability Move-in (HCV)	15
5 — Portability Move-out (HCV)	7
6 — End Participation	26
7 — Other Change of Unit	28
8 — FSS/WtW Addendum Only	10
9 —Annual Reexamination Searching (HCV)	1
10 — Issuance of Voucher (HCV)	4
11 — Expiration of Voucher (HCV)	1
13 — Annual HQS Inspection Only [S8]	231
15 — Void	20

Number of Fatal Errors by Category

New Admission	Reexams	Exits
71	120	27

Action Categories

Action Type Category	# of Unique Errors
Reexams (2,3)	184
Other	295
New Admission (1,4)	123
Exits (5,6)	33
Total	**635**

Error Detail by Count of PIC Errors

Action Type	Error Description	# of Unique Errors
13	This is a new tenant in IMS-PIC. No 50058 data for this Head of Household exists. At least one New Admission or Historical Adjustment record must be submitted first	109
13	A record with a later Effective Date exists in the database. Either remove the later record or change this effective date to a later date	44
1	This tenant already exists at this PHA in the IMS-PIC database. New admission cannot be accepted	35
2	A record with a later Effective Date exists in the database. Either remove the later record or change this effective date to a later date	34
13	Required Program Record not present in Database	31
1	A Voucher record for this Head of Household exists which is not an EOP. New Admission cannot be accepted. Use Portability Move-In (4)	23
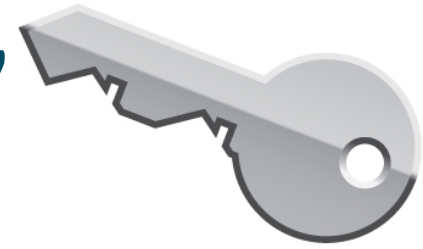
PIC Error Dashboard
50058 Overdue Reexam Summary

| Network	Field Office	State	PHA Code & Name	MTW	Participant Program	Clear All Filters	Data current as of: 4/3/2023
Upper Midwest (5)	Detroit Hub Office	MI	MI001-Detroit Housing Commission	All	Public Housing		Source: IMS/PIC System

Overdue Reexam Report: The following table displays records submitted by the PHAs in the IMS/PIC system with tenant reexaminations greater than or equal to 14 months. These PIC submissions need an updated 50058 submitted to PIC. Use the "Participant" initials, "PIC Submission Date" and "Last Reexam Date" to identify the 50058's that need to be corrected and resubmitted. Additionally, users can right click in any of the columns and select "Drill through" to see more details on 50058s that were rejected. The data is pulled manually from the PIC System. **The data is updated weekly and is current as of the date noted in the top right-hand corner.** Once an error is addressed and a 50058 is accepted into PIC, it will not automatically update this report. The error will remain there until the next data refresh. 50058 Submission FAQs.

# PHAs with Overdue Reexams	Avg Months Overdue	# of Overdue Reexams
1	23	1

50058 Submissions with an Overdue Reexam >14 Months

| PHA Code	PHA Name	Participant Initials	PIC Submission Date	Program Type	Last Reexam Date	Months from Last Reexam	Last Submitted 50058 Action Type	Error Status
MI001	Detroit Housing Commission	A.A.	3/3/2023	Public Housing	12/1/2021	14	2	No Pending Rejections
MI001	Detroit Housing Commission	A.F.	3/3/2023	Public Housing	12/1/2021	14	2	No Pending Rejections
MI001	Detroit Housing Commission	A.J.	3/3/2023	Public Housing	12/1/2021	14	2	No Pending Rejections
MI001	Detroit Housing Commission	A.T.	3/3/2023	Public Housing	12/1/2021	14	2	No Pending Rejections
MI001	Detroit Housing Commission	B.J.	3/3/2023	Public Housing	12/1/2021	14	2	No Pending Rejections
MI001	Detroit Housing Commission	B.M.	3/3/2023	Public Housing	12/1/2021	14	2	No Pending Rejections
MI001	Detroit Housing Commission	C.C.	3/3/2023	Public Housing	12/1/2021	14	2	No Pending Rejections
MI001	Detroit Housing Commission	D.E.	3/3/2023	Public Housing	12/1/2021	14	2	No Pending Rejections
MI001	Detroit Housing Commission	D.F.	3/3/2023	Public Housing	12/1/2021	14	2	No Pending Rejections
MI001	Detroit Housing Commission	D.G.	3/3/2023	Public Housing	12/1/2021	14	2	No Pending Rejections
MI001	Detroit Housing Commission	D.H.	3/3/2023	Public Housing	12/1/2021	14	2	No Pending Rejections
MI001	Detroit Housing Commission	D.W.	3/3/2023	Public Housing	12/1/2021	14	2	No Pending Rejections
MI001	Detroit Housing Commission	I.F.	3/3/2023	Public Housing	12/1/2021	14	2	No Pending Rejections
MI001	Detroit Housing Commission	J.M.	3/3/2023	Public Housing	12/1/2021	14	2	No Pending Rejections
MI001	Detroit Housing Commission	J.R.	3/3/2023	Public Housing	12/1/2021	14	2	No Pending Rejections
MI001	Detroit Housing Commission	K.M.	3/3/2023	Public Housing	12/1/2021	14	2	No Pending Rejections

4 of 7

15

Common PIC Error
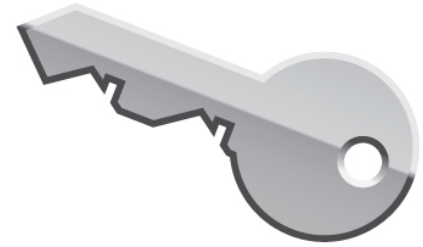
4006: PHA Code for tenant does not match with PHA code in database

- **Initial PHA submitted Action 9 after voucher family ported into Receiving PHA**
- **Initial PHA submitted Action 2/3 after Initial PHA 6-EOP.**
- **Initial PHA submitted Action 15 after voucher family moved into Rec PHA**
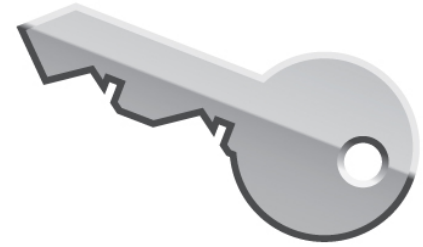
Common PIC Error
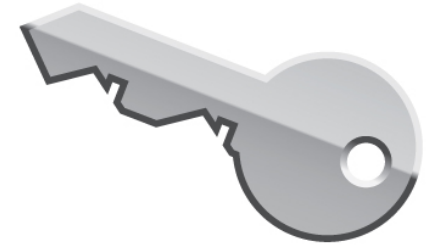
4016: Project number must be filled in when Program is Public Housing

4026: Building number must be filled in when Program is Public Housing

4038: Unit number must be filled in when Program is Public Housing

- Project, Building, Entrance, and Unit numbers must match the exact setup in PIC for all Public Housing Units.
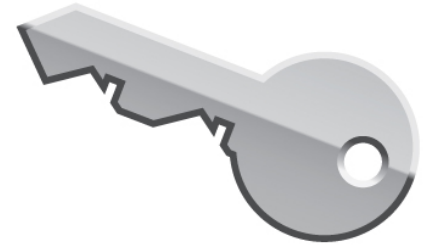
Common PIC Error

4042: For this action type, HOH or Former HOH SSN should be same as the one existing for this Building Number, Building Entrance Number & Unit Number

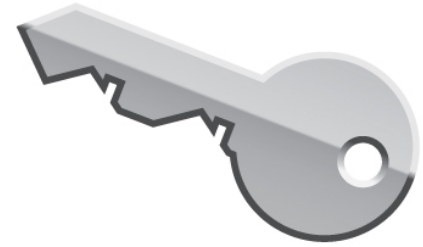- **PHA submitted a duplicate EOP after new tenant was moved into the PH unit.**

Common PIC Error

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

- **PHA submitted a New Admission for a new tenant before prior tenant was moved out of the unit in PIC.**
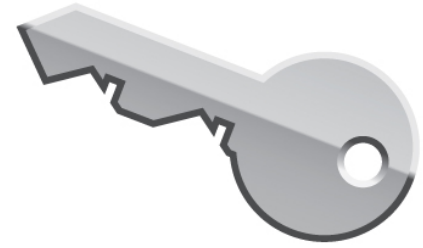
Common PIC Error

4046: The submitted combination of Building Number, Building Entrance Number & Unit Number does not exist for selected development number. Please ensure you are using the eleven character development number if this project was reformulated for as

- **PHA submitted a 50058 for a unit that does not exist in PIC.**

Common PIC Error

4048: Void is not valid as the previous Building Number, Building Entrance Number & Unit Number is not vacant now.

5287: Void is not valid as current unit information does not match the assigned unit information

- PHA submitted Action 15-VOID, usually for change in unit, prior unit is no longer vacant.

Common PIC Error

4080: A record with a later Effective Date exists in the database. Either remove the later record or change this effective date to a later date.

- **PHA Action with an effective date earlier than the last effective date in PIC's Current db.**
- **A different PHA/Program submitted Action with an effective date later then Initial PHA effective date**

Common PIC Error

4178: This is a new tenant in IMS-PIC. No 50058 data for this Head of Household exists. At least one New Admission or Historical Adjustment record must be submitted first

- Action 2/3 submitted and Action 1- New Admission or 14 – Historical Adjustment missing.
- Action submitted after the tenant has been moved out.
- Change in HOH SSN

Common PIC Error

4181 & 4182: This tenant already exists at this PHA in the IMS-PIC database. New Admission cannot be accepted.

- **PIC will not accept a duplicate Action 1 – New Admission for PH even if it is marked as a correction.**
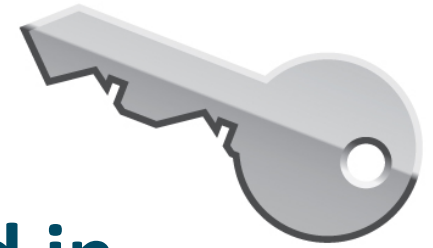
Common PIC Error

5259: Building Number, Building Entrance Number & Unit Number being assigned has been submitted/proposed for unit tenant status change; removed From Inventory, is proposed to be removed from inventory, or Unit Removed without HUD Formal Approval
- PHA submitting a 50058 for a unit that has Unit Status Change issue.

Common PIC Error

5274: The SSN is an active record in another agency and there is no overlapping date situation. EOP cannot be accepted and is not necessary

- Action 6-EOP submitted by Losing PHA after the family was moved into Gaining PHA and PIC auto created EOP.

Common PIC Error

5324: This SSN has been previously found to be Invalid upon verification with Social Security Administration. Please refer to Chapter 5 of Technical Reference Guide (TRG) for instructions to submit Form 50058 for this SSN

- **A family member has an SSN that was not verified by EIV with SSA.**

Common PIC Error

5326: This SSN has been previously found to have an incorrect last name upon verification with Social Security Administration. Please refer to Chapter 5 of Technical Reference Guide (TRG) for instructions to submit Form 50058 for this SSN
- A family member has not been verified by EIV with SSA. Verify SSN, Last Name, and First Name.

Common PIC Error

5327: This SSN has been previously found to have an incorrect date of birth upon verification with Social Security Administration. Please refer to Chapter 5 of Technical Reference Guide (TRG) for instructions to submit Form 50058 for this SSN
- A family member has not been verified by EIV with SSA. Verify family member DOB.

Common PIC Error

5332: The SSN or AID in the household was previously found to appear in other households. Please refer to Chapter 5 of Technical Reference Guide (TRG) for instructions to submit Form 50058 for this SSN.

- Review Possible Duplicates Report in PIC under Tenant ID Management.

- **Shared Youth between families.**
- **New HOH from existing assisted family**
- **Incorrect SSN created duplicate in PIC**

Common PIC Error

5348: The SSN is an active record in another agency and there is no overlapping date situation. Port Out cannot be accepted and is not necessary - PIC will NOT accept an Action 5 because tenant has been ported into Receiving PHA.
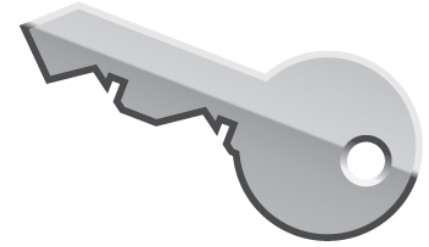
50058 DATA DRIVERS AND ACTION TYPES

Dwelling on what's important

HOUSING DATA SYSTEMS

50058 Data Drivers

- **HUD Form 50058**
  - **1d, e, f, g – Project/Dev, Building, Entrance, and Unit.**
  - **3n - HOH SSN**
  - **2a - Action Types**
  - **2b - Effective Dates**
  - **2i - Projected Next Reexam**
 - **FSS Addendum: 17b, 17c, 17d, 17k(1),(2), (3), and 17m(1).**

HOUSING DATA SYSTEMS

Dwelling on what's important

Action Type

- **1 – New Admission**
  - **- Can be effective any day of month.**
  - **- Use to move-in Applicant family**
  - **- Date of Admission must equal Effective Date of Action**
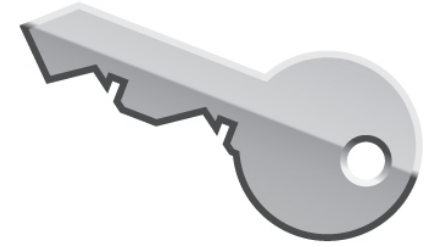 - **- Projected Next AR should default 1st of move-in month + 1 yr.**
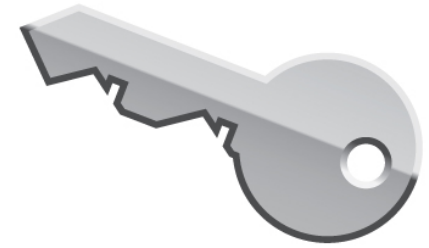
Action Type

- **2 – Annual Reexam**
  - **- Effective 1st of Month**
  - **- Projected Next AR should default 1st of move-in month + 1 yr.**
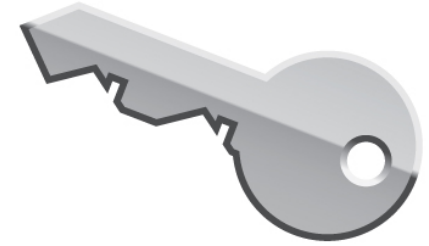
Action Type

- **3 – Interim Reexam**
  - **- Effective 1st of Month**
  - **- Projected Next AR should default to date reported on most recent annual reexam.**
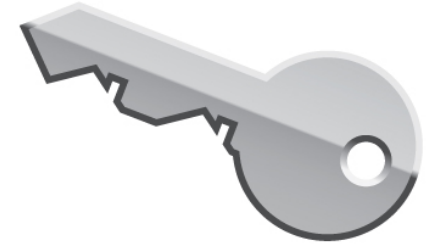   - **= Reexam Report**

Action Type

- **6 – End of Participation**
  - **Effective any day of month**
  - **Use to terminate tenant participation in housing program.**
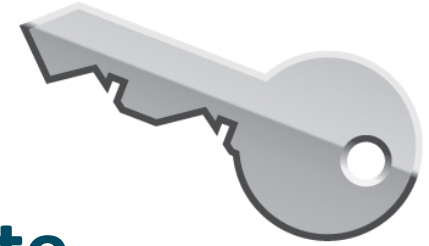
Action Type

- **7 – Other Change of Unit**
  - **- Effective any day of month**
 - **- Projected Next Annual Reexam date normally defaults based on prior annual.**

Action Type

- **8 – FSS Addendum Only**
    - **Normally 2b-Effective date is 1st of month.**
    - **Can be used to replace missing Enrollment**
    - **FSS Report 17c-Effective date is normally effective 1st of month.**
    - **FSS Report types: E, P, X**

Action Type

- **12 – Flat Rent Annual Update**
  - **Effective 1st of Month.**
  - **Use during year 2 and 3.**
  - **Must verify family composition**
  - **Must offer family their annual rent option.**
  - **PHA's current Flat Rent amount goes into effect.**
  -

Action Type
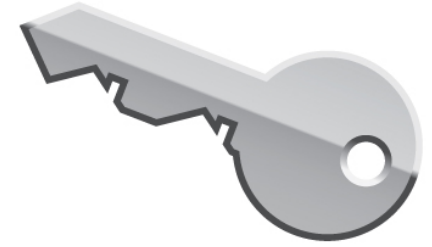
- **14– Historical Adjustment**
  - **Effective any day of month.**
  - **Use to add family in PIC.**
  - **Not commonly used other than to fix missing family from PIC.**
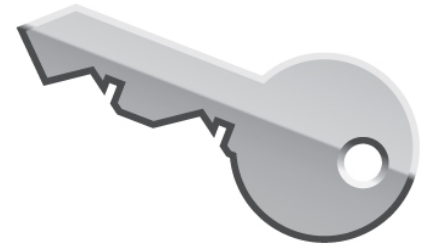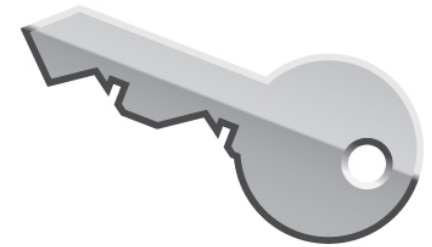
Action Type
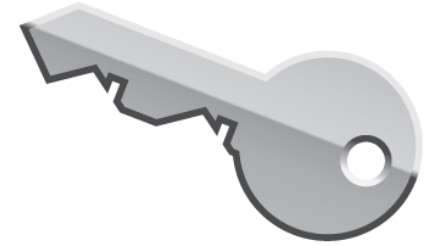
- **15– VOID**
    - **Effective for date of action voiding.**
    - **Use to VOID last record in PIC's Current database regardless of effective date of action.**
    - **Must verify action is in PIC's Current database.**
    - **Use with CAUTION!**

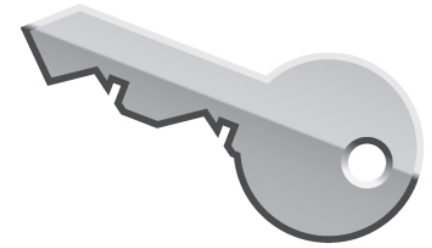# PIC Reports

- **Reexam Report**

- **Delinquency Report**

Reexam Report

- **Form 50058→Reports**

- **Updates Monthly**

- **Sources data from 'Current database' or 'Historical database' if the last effective date is 'FUTURE' from the Report End Date.**
    - Change in HOH issue.

Reexam Report

- **Does not include New Admissions with effective date greater than the Report End Date.**
- **Will include EOP tenants if effective date greater than the Report End Date.**
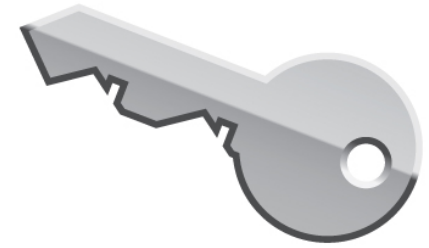
Reexam Business Rules

- **Based on Effective Date if last Action Code: 1 – New Admission**
  2 – Annual Reexam
  12 – Flat Rent Annual Update

- **Based on Projected Next AR minus 12 Months if last Action Code:**
  3 – Interim Reexam
  7 – Other change of Unit
  14 – Historical Adjustment

*If Flat Rent, then 12 months minus 2j – Projected next flat rent annual update.

Delinquency Report

- **Form 50058→Reports**

- **Updates Monthly**

- **Sourced from PIC Reexam Report**

- **50058 Required**
  - **Total households count on PH Reexam Report**

- **50058 Received**
  - **Total households where last Reexam date is earlier than 14 months (<=13 months)**

Thank You !!!

Mary Hirsch-Justice
Housing Data Systems
PO Box 883
West Salem, WI 54669
(608) 786-2366 x110
maryh@housingdatasystems.com