



# PIC...

## Everything about Errors for Voucher Program

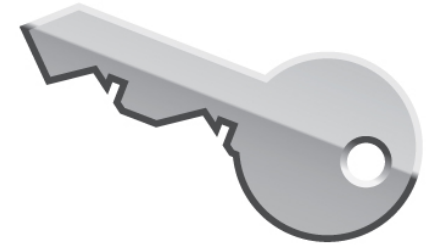
Mary Hirsch-Justice  
[maryh@housingdatasystems.com](mailto:maryh@housingdatasystems.com)  
April 18, 2023

# Agenda

- **PIC Error Dashboard**
- **50058 Data Drivers & Action Types**

# PIC ERROR DASHBOARD

# PIC Error Dashboard

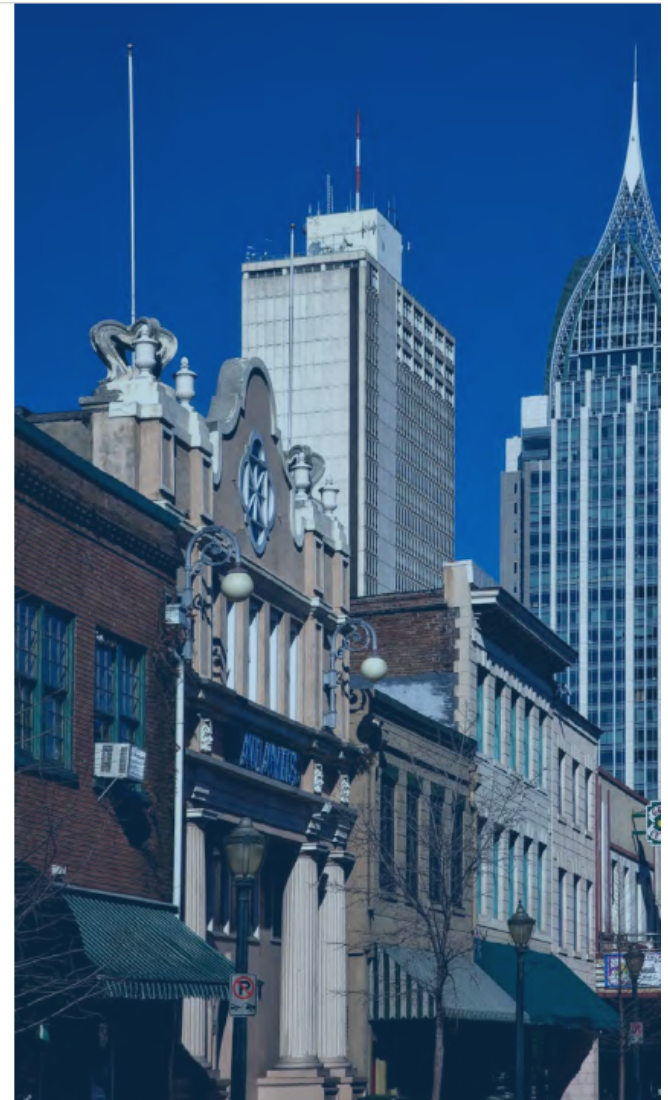


## Importance of Accurate PIC Reporting

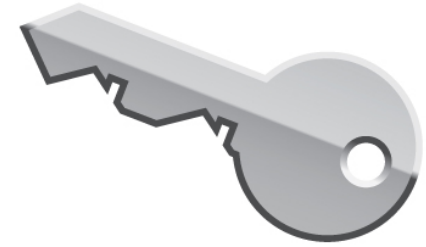
In the future, disbursements of HAP will be more dependent on PIC data; as a result, the timely and accurate submissions of 50058s have greater importance.

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



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## 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



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## 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 the dashboard pages

### PIC Error Dashboard

50058 Fatal Errors Summary

Network: 
Field Office: 
State: 
PHA Code & Name: 
MTW: 
Program w/ Error: 
Clear All Filters 
Data current as of: 4/3/2023  
Source: IMS/PIC System

**Fatal Error Report:** The following table displays records submitted by the PHAs in the IMS/PIC system that were rejected as a result of fatal errors. These PIC submissions need to be corrected and resubmitted to PIC. Use the "PIC Submission Date," "Ticket Number," and "Form Number" to identify the 50058(s) that need to be corrected and resubmitted. This 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 FAQ](#); [50058 Special Program Codes](#).

# PHAs with Fatal Errors

2952

# Unique PIC Rejections

178.6K

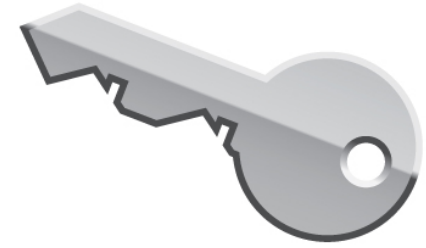
# PIC Ticket & 58 Forms Needing Revision

129.6K

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

PHA Code	PHA Name	Ticket Number	Unique ID	Form Number	Error Number	Error Field Data	Special Program Codes	Error Description	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	660640005	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

# 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

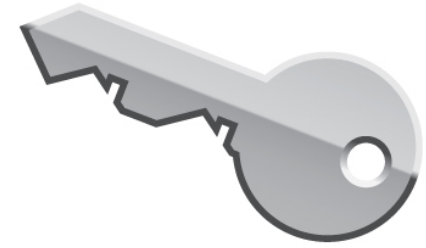
Overdue Reexams Monitoring

Overdue Reexams Form Rejected

PIC vs VMS UML Exception Rep...

< 1 of 7 >

# PIC Error Dashboard 1 of 7



## The PIC Error Dashboard

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

### PIC Error Dashboard

50058 Fatal Errors Summary

Network  
All

Field Office  
All

State  
All

PHA Code & Name  
All

MTW  
All

Program w/ Error  
All

Clear All Filters

**Data current as of:** 4/3/2023  
Source: IMS/PIC System

**Fatal Error Report:** The following table displays records submitted by the PHAs in the IMS/PIC system that were rejected as a result of fatal errors. These PIC submissions need to be corrected and resubmitted to PIC. Use the "PIC Submission Date," "Ticket Number," and "Form Number" to identify the 50058(s) that need to be corrected and resubmitted. This 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](#); [50058 Special Program Codes](#).

**# PHAs with Fatal Errors**  
2952

**# Unique PIC Rejections**  
178.6K

**# PIC Ticket & 58 Forms Needing Revision**  
129.6K

50058 Submissions that were Rejected in IMS/PIC System due to Fatal Errors										
PHA Code	PHA Name	Ticket Number	Unique ID	Form Number	Error Number	Error Field Data	Special Program Codes	Error Description	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. If 2(a)(Action Type) is 4(Move in) then there must be a Household SSN with action type 5(Move Out) in MTW or 50058.	9/16/2022	9/9/9999
AK001	Alaska Housing Finance Corporation	0660640000	6606400005	5	44	2a		2(a)(Action Type) must be 15 (Void Action Type), when the previous action type for the Household SSN is 6 (End Of Participation Action Type).	9/16/2022	9/9/9999
AK001	Alaska Housing Finance Corporation	6460840000	64608400002	2	1	2b		Cannot be earlier than the db effective date for this Head SSN.	3/29/2023	9/9/9999
AK001	Alaska Housing Finance Corporation	6460840000	64608400002	2	2	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. If 2(a)(Action Type) is 4(Move in) then there must be a Household SSN with action type 5(Move Out) in MTW or 50058.	3/29/2023	9/9/9999
AK001	Alaska Housing Finance Corporation	6460840000	64608400002	2	3	2a		2(a)(Action Type) must be 15 (Void Action Type), when the previous action type for the Household SSN is 6 (End Of Participation Action Type).	3/29/2023	9/9/9999
AK001	Alaska Housing Finance Corporation	7728740000	77287400002	2	2	1d		If valued, must be string with minimum 8 characters and maximum 11.	3/13/2023	9/9/9999
AK001	Alaska Housing Finance Corporation	7728740000	77287400002	2	3	1e		If 1c (Program Type) equals P, must be valued.	3/13/2023	9/9/9999
AK001	Alaska Housing Finance Corporation	7728740000	77287400002	2	4	1f		If 1c (Program Type) equals D, must be valued.	3/13/2023	9/9/9999

63%

Microsoft Power BI
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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

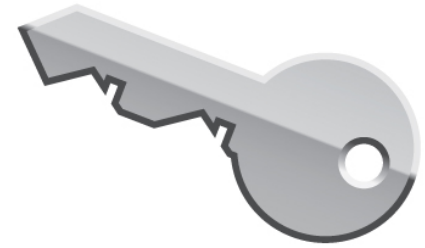
Enter your answer

9. Provide 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.*

Back

Submit

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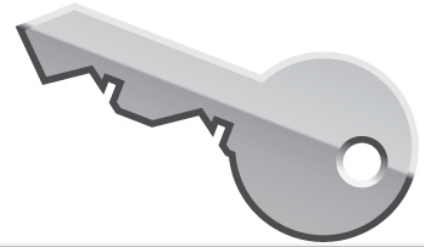
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# PIC Error Dashboard 1 of 7



## PIC Error Dashboard

### 50058 Fatal Errors Summary

Network: 
 Field Office: 
 State: 
 PHA Code & Name: 
 MTW: 
 Program w/ Error:

Clear All Filters

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

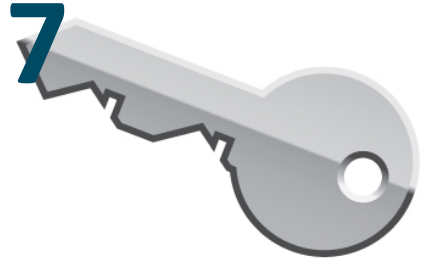
**Fatal Error Report:** The following table displays records submitted by the PHAs in the IMS/PIC system that were rejected as a result of fatal errors. These PIC submissions need to be corrected and resubmitted to PIC. Use the "PIC Submission Date," "Ticket Number," and "Form Number" to identify the 50058(s) that need to be corrected and resubmitted. This 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](#). [50058 Special Program Codes](#).

# PHAs with Fatal Errors <b>1</b>	# Unique PIC Rejections <b>101</b>	# PIC Ticket & 58 Forms Needing Revision <b>41</b>
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#### 50058 Submissions that were Rejected in IMS/PIC System due to Fatal Errors

PHA Code	PHA Name	Ticket Number	Unique ID	Form Number	Error Number	Error Field Data	Special Program Codes	Error Description	Last Update Date	Form Effective Date
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	13566990	135669905	5	4	3j		Must equal 'Y' or 'N'	1/12/2022	7/15/2021
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	13566990	135669905	5	5	3n		SSN cannot equal 000000000, 111111111, 222222222, 333333333, 444444444, 555555555, 666666666, 777777777, 888888888, 999999999, 123456789, 987654321, 009009009, or 090909090	1/12/2022	7/15/2021
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	13566990	135669905	5	6	3n		The same SSN/AID cannot appear more than once in the same household	1/12/2022	7/15/2021
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	13566990	135669905	5	7	3n		The same SSN/AID cannot appear more than once in the same household	1/12/2022	7/15/2021
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	13566990	135669905	5	8	3n		The same SSN/AID cannot appear more than once in the same household	1/12/2022	7/15/2021
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	13666460	1366646019	19	1	3n		SSN must be filled with a 9-digit valid SSN or an AID for the same person issued by IMS-PIC	2/24/2022	11/16/2021
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	13666460	1366646019	19	2	3n		SSN for HoH in the family record must same as the SSN for HOH in basic record	2/24/2022	11/16/2021
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	13763131	137631318	8	2	3n		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	3/25/2022	8/12/2021

# PIC Error Dashboard 3 of 7



## 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  
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](#).

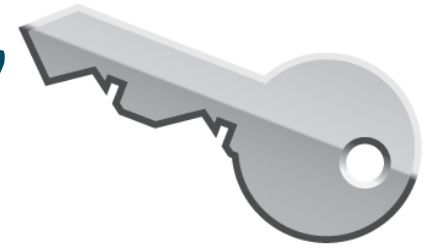
Count of PIC Errors by Action Type	
Action Type Code and Name	# of Unique Errors
1 — New Admission	9
2 — Annual Reexamination	13
3 — Interim Reexamination	6
4 — Portability Move-in (HCV)	9
5 — Portability Move-out (HCV)	31
10 — Issuance of Voucher (HCV)	58
11 — Expiration of Voucher (HCV)	9
13 — Annual HQS Inspection Only [S8]	18
15 — Void	1

Number of Fatal Errors by Category		
New Admission	Reexams	Exits
4	11	13

Action Categories	
Action Type Category	# of Unique Errors
Reexams (2,3)	19
Other	86
New Admission (1,4)	18
Exits (5,6)	31
<b>Total</b>	<b>154</b>

Error Detail by Count of PIC Errors		
Action Type	Error Description	# of Unique Errors
10	SSN cannot equal 000000000, 111111111, 222222222, 333333333, 444444444, 555555555, 666666666, 777777777, 888888888, 999999999, 123456789, 987654321, 009009009, or 090909090	13
10	The same SSN/AID cannot appear more than once in the same household	9
5	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	9
10	Must equal 'Y' or 'N'	5
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	5
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	5

# PIC Error Dashboard 4 of 7



## 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  
Source: IMS/PIC System

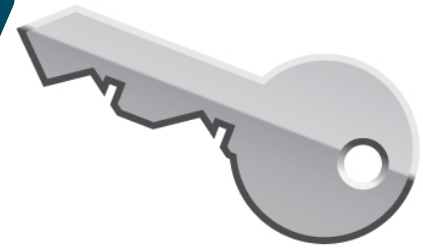
**Overdue Reexam Report:** The following table displays records submitted by the PHAs in the IMS/PIC system with tenant reexaminations greater than or equal to 14 months. These PIC submissions need an updated 50058 submitted to PIC. Use the "Participant" initials, "PIC Submission Date" and "Last Reexam 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	16	39

### 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
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	M.C.	3/3/2023	Vouchers	12/1/2021	14	2	Form Rejected
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	B.S.	3/3/2023	Vouchers	12/1/2021	14	2	No Pending Rejections
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	C.C.	3/3/2023	Vouchers	12/1/2021	14	2	No Pending Rejections
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	E.G.	3/3/2023	Vouchers	12/1/2021	14	2	No Pending Rejections
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	P.B.	3/3/2023	Vouchers	12/22/2021	14	2	No Pending Rejections
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	R.S.	3/3/2023	Vouchers	12/10/2021	14	2	No Pending Rejections
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	S.D.	3/3/2023	Vouchers	12/1/2021	14	2	No Pending Rejections
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	S.T.	3/3/2023	Vouchers	12/1/2021	14	2	No Pending Rejections
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	T.M.	3/3/2023	Vouchers	12/1/2021	14	2	No Pending Rejections
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	V.B.	3/3/2023	Vouchers	12/1/2021	14	2	No Pending Rejections
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	V.S.	3/3/2023	Vouchers	12/1/2021	14	2	No Pending Rejections
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	S.W.	3/3/2023	Vouchers	12/1/2021	14	3	Form Rejected
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	D.W.	3/3/2023	Vouchers	12/1/2021	14	3	No Pending Rejections
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	S.P.	3/3/2023	Vouchers	11/1/2021	15	2	Form Rejected
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	T.C.	3/3/2023	Vouchers	11/1/2021	15	2	Form Rejected
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	R.W.	3/3/2023	Vouchers	11/1/2021	15	2	No Pending Rejections

# PIC Error Dashboard 7 of 7



## PIC vs. VMS Leasing Data in Program

Network: 
 Field Office: 
 State: 
 PHA Code & Name: 
 MTW:

Clear All Filters

Data current as of: 4/7/2023  
Source: VMS System and IMS/PIC System

**Exception Report:** The following table displays the difference in the data between the Voucher Management System (VMS) and the data submitted to the IMS/PIC system. VMS data reflects **January 2023** submissions and corresponding 50058s in PIC with **January 2023 effective dates**. If your PHA has a discrepancy, it means the data in PIC does not match the VMS submission. Check to be sure all 50058s have been submitted successfully to PIC without any fatal errors, make sure your VMS submission is accurate, or be sure to adjust that months VMS submission. (VMS, which is due on the 22nd, of the following month, shows units leased on the first of the month.) If you have questions regarding PIC please contact your local PIC Coach in your Field Office and if you have questions regarding VMS please contact your FMC Financial Analyst.

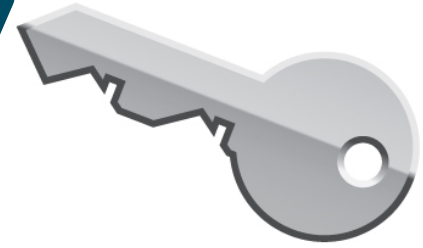
- HCV Program**
- VASH
- FUP
- FYI
- NED
- Mainstream
- EHV

### PHAs with Differences in Leasing Between VMS and PIC 50058 for HCV Program (TBRA Account)

PHA Code	PHA Name	HCV PIC Leasing January	HCV VMS UML January	Difference PIC and VMS Leasing HCV	% HCV Difference PIC and VMS Leasing
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	2,062	1,944	118	6.07%
<b>Total</b>		<b>2,062</b>	<b>1,944</b>	<b>118</b>	<b>6.07%</b>



# PIC Error Dashboard 7 of 7



## PIC vs. VMS Leasing Data in Program

Network: 
 Field Office: 
 State: 
 PHA Code & Name: 
 MTW:

Clear All Filters

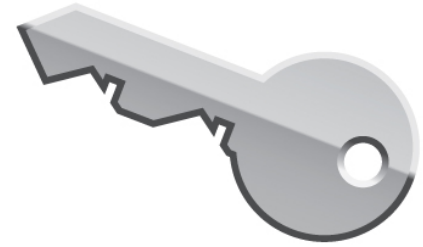
Data current as of: 4/7/2023  
Source: VMS System and IMS/PIC System

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- HCV Program**
- VASH**
- FUP**

PHAs with Differences in Leasing Between VMS and PIC 50058 for VASH Program						
PHA Code	PHA Name	VASH PIC Leasing January	VASH VMS UML January	Difference PIC and VMS Leasing VASH	% VASH Difference PIC and VMS Leasing	
VA039	Va. Beach Dept. Of Hsg & Neighborhood Pres.	83	77	6	7.79%	<span style="color: green;">●</span>
<b>Total</b>		<b>83</b>	<b>77</b>	<b>6</b>	<b>7.79%</b>	

# 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



**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 than 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 submitted after the tenant has been moved out.**
- **Action 9 submitted for Applicant family**
- **Action 15 submitted to VOID Action 10 or 11 for Applicant family**
- **Change in HOH SSN**

# Common PIC Error



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

- **A duplicate Action 1 – New Admission is being submitted for the VOUCHER family.**

# 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 5 or 6 submitted by Initial PHA after the VO family has been ported in by Receiving PHA.

# Common PIC Error



- 5279: Last action submitted for this tenant was Portability Move-Out. Only VOID (from the same PHA) or Portability Move-In (from a different PHA) can be sent. No other actions can be accepted.**
- **Initial PHA submitted Action 6 – EOP for a VO family that ported into a Receiving PHA.**
  - **Initial PHA submitted Action 5 in error.**

# 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



**5341: This SSN is in an active record in the MTW database (not EOP or Port Out). This Form 50058 submission cannot be accepted for this tenant until there is an EOP or Port Out in MTW**

- **Involves an Other family member(s) (not HOH)**
- **PIC will NOT accept an Action 10 or 11 if family is involved in MTW PHA.**

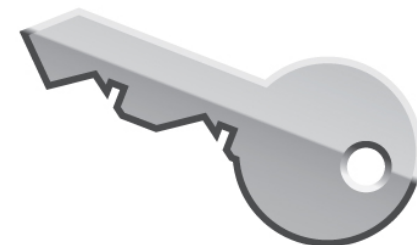
# Common PIC Error



**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.**

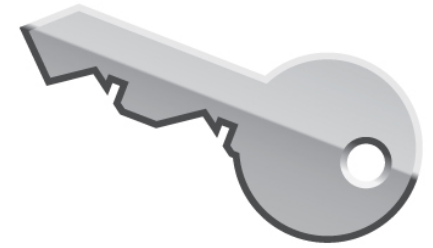
# Common PIC Error



**5350: A portability Move-In overlapping record exists for this tenant. Only a Portability Move out for the tenant can be accepted (unless the Portability Move-In is voided)**

- PHA submitted Acton 6 – EOP after voucher family has ported into Receiving PHA.
- PIC has processed an Auto-Port-out

# Common PIC Error



**5362: FSS progress or exit report but no FSS enrollment for this family in database.**

- **PIC is missing FSS Enrollment for family**



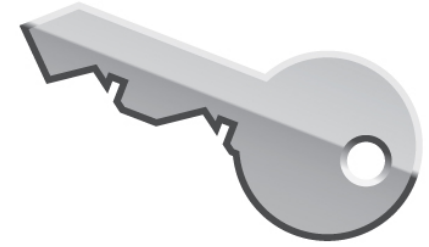
# 50058 DATA DRIVERS AND ACTION TYPES



# 50058 Data Drivers

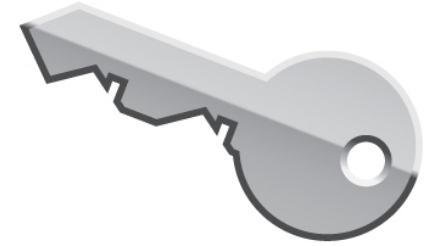
- **HUD Form 50058**
  - 3n - HOH SSN
  - 2a - Action Types
  - 2b - Effective Dates
  - 2i - Projected Next Reexam
  - 5h - Last Passing HQS Inspection Date
  - 5i - Last HQS Inspection Date
  - FSS Addendum: 17b, 17c, 17d, 17k(1),(2), (3), and 17m(1).

# Action Type



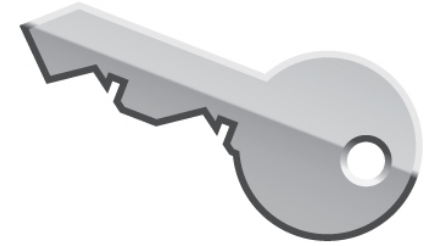
- **1 – New Admission**
  - Can be effective any day of month.
  - Use to move-in Applicant family
  - Date of Admission must match Effective Date of Action
  - Projected Next AR should default 1<sup>st</sup> of move-in month + 1 yr.
  - HQS Passing Date should be on or before effective date of action.

# Action Type



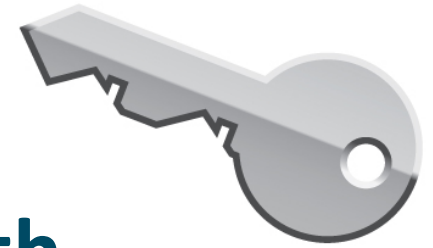
- **2 – Annual Reexam**
  - **Effective 1<sup>st</sup> of Month**
  - **Projected Next AR should default 1<sup>st</sup> of move-in month + 1 yr.**
  - **HQS dates should be updated if appropriate.**

# Action Type



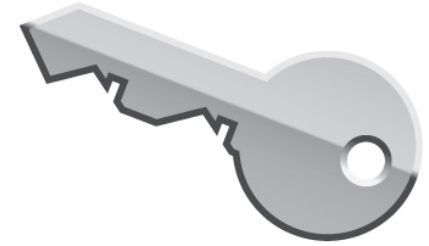
- **3 – Interim Reexam**
  - **Effective 1<sup>st</sup> of Month**
  - **Projected Next AR should default to date reported on most recent annual reexam.**
    - = Reexam Report**
  - **HQS dates should be updated if needed.**

# Action Type



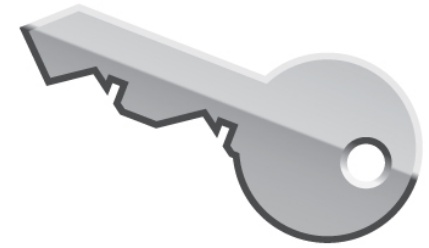
- **4 – Portability Move-in**
  - **Effective any day of Month**
  - **Use to move-in Participant family from an Initial PHA regardless if billing or administering.**
  - **Date of Admission to Program must be earlier than Effective Date of Action.**
  - **Projected Next AR should default 1<sup>st</sup> of move-in month + 1 yr.**
  - **Passing HQS should be on or before effective date of action.**

# Action Type



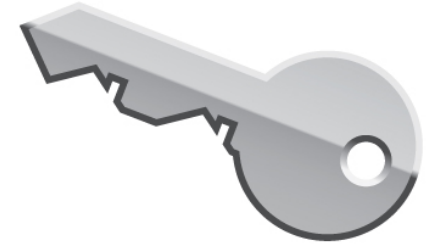
- **5 – Portability Move-out**
  - **Effective any day on or before leasing effective date**
  - **Use only after Receiving PHA confirms tenant has leased.**

# Action Type



- **6 – End of Participation**
  - Effective any day of month
  - Use to terminate tenant participation in voucher program.
  - Use if Searching family's voucher expires and family failed to lease.
    - Effective date = VO Expiration

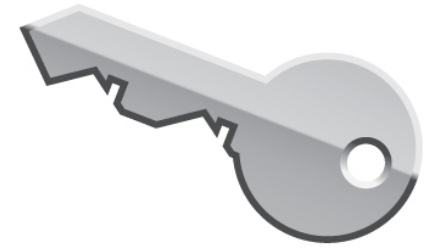
# Action Type



- **7 – Other Change of Unit**
  - Effective any day of month
  - Normally perform full reexam
  - Projected Next AR 12 months
  - HQS Passing Date on or before effective date of action.

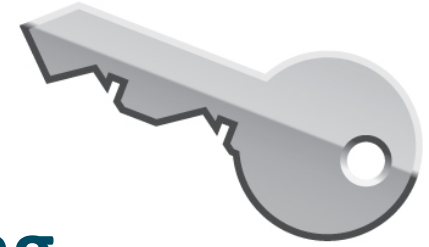


# Action Type



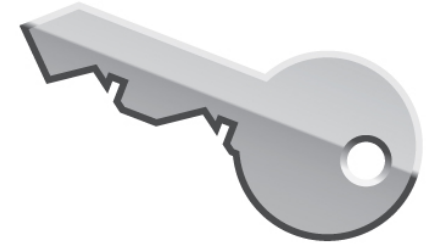
- **8 – FSS Addendum Only**
  - Normally 2b-Effective date is 1<sup>st</sup> of month.
  - Can be used to replace missing Enrollment
  - FSS Report 17c-Effective date is normally effective 1<sup>st</sup> of month.
  - FSS Report types: E, P, X

# Action Type



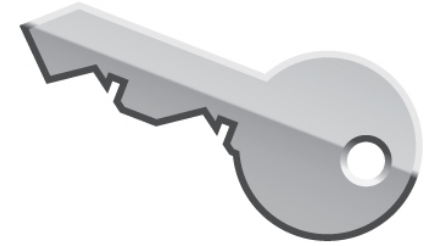
- **9 – Annual Reexam Searching**
  - **Effective 1st of month no HAP is paid & VO status changes from leased to issued.**
  - **Use when Participant family is not receiving HAP on old unit, is searching for a new unit either within PHA jurisdiction or is porting.**

# Action Type



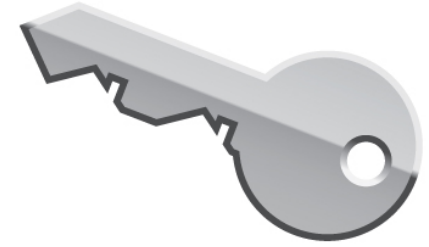
- **10 – Issuance of Voucher**
  - Effective when voucher is issued to applicant family or participant family porting to a different PHA.
  - **Cannot** VOID Action 10 in PIC.
  - Do not need for participant family shopping for unit within PHA's jurisdiction.

# Action Type



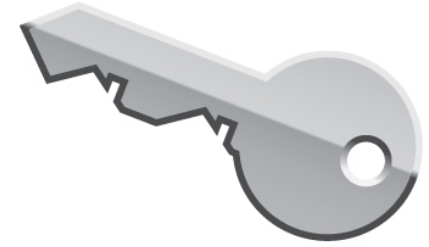
- **11 – Expiration of Voucher**
  - Effective when voucher expires for applicant family or participant family porting into PHA jurisdiction.
  - **Cannot VOID Action 11 in PIC.**
  - Does not update Special Voucher Code in PIC.
  - Does NOT replace Action 5 or 6.

# Action Type



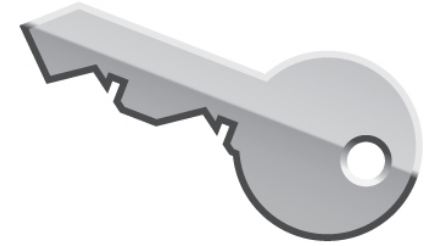
- **13 – HQS Update Only**
  - Use for Participant family only.
  - Do NOT use for Applicant family's new unit.
  - Effective Date must be on or after last effective date reported in PIC. Use current month date.
  - Use to update PIC when HQS did not update on the Annual.
  - Cannot be used to update HQS Passing Date!

# 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!**



Dwelling on what's important

# Thank You !!!

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