

PIC COACH CORNER – Volume 2009-8

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IMS-PIC NEWS

Upcoming PIC Training/Meetings

The **Metro Denver PIC User Group Meeting** is scheduled for Tuesday, October 27, 2009. at the Denver HUD office. Here are the details:

Event Name:	DENVER METRO AREA PIC USER GROUP MEETING
Event Duration:	October 27, 2009 9:30 AM to 12:00 PM
Event Description:	Learn about the new features available with the recent PIC system release. Share tips for correcting errors and resolving problems affecting PIC reporting rates. Network with other metro Denver PIC system users. Denver Regional HUD Office 1670 Broadway Room No : 25th Floor
Event Location:	Denver, CO 80202 Phone: (303) 672-5349

Following is the Registration Link to use to Register for the event

<http://www.hud.gov/emarc/index.cfm?fuseaction=emar.registerEvent&eventId=280&update=N>

IMS-PIC Release 6.5 “Glitch”

As many of you have discovered, there is a glitch with the Ad Hoc report showing one too many digits in the head of household’s social security number. We hope to fix this soon, but in the interim here is a solution for ad hoc reports pulled into Excel.

Although SSNs are numbers, we do not store them as numbers but as text (information like SSN, ZIP code and/or phone number, while made up of digits, do not have math performed on them – for example it doesn’t make sense to add, subtract or average ten SSNs). SSNs in the IMS-PIC database are stored as one string, such as ‘123456789’ – but to make it readable we add in the dashes when displaying it on the screen or on printed reports so what we see is transformed into ‘123-45-6789’. Unfortunately, with the last release some bad code slipped in that caused the fifth character to be displayed before and after the second dash, so what is being displayed and printed in Excel spreadsheets is ‘123-45**6**-6789’. Once our contractors are back on board we hope to get this fixed as soon as possible.

In the interim, here is a workaround to use when downloading the Ad hoc report to Excel:

1. Create the report in IMS-PIC and click the button download to Excel
2. Once the report opens in Excel, add a column to the right of the SSN Head column
3. Add the heading **Corrected SSN**
4. Copy the following formula into the cell next to the first defective SSN (**in the report A12 has the first bad SSN, so pasted into B12**) **=CONCATENATE(LEFT(A12,6),RIGHT(A12,5))**

5. You may need to adjust the cell reference (in my example **A12**) if your data starts further down the page or in a column other than A
6. Once you have this working for the first cell, copy the formula from the first cell in the new column and paste it to all the cells below that have a bad SSN to the left.

Here's an example, the first cell with a bad SSN is A2, and so in cell B2 I pasted the formula and got the correct result.

	A	B
	SSN Head	Corrected SSN Head
12	555-123-3456	555-12-3456
13	555-123-3567	555-12-3567
14	555-234-4567	555-23-4567
15	555-345-5678	555-34-5678

EIV NEWS ALERTS:

REMINDER: New PIH EIV Access Authorization Form

PHAs ARE **NOT** REQUIRED TO COMPLETE THIS NEW FORM UNLESS THEY ARE MAKING A CHANGE TO THEIR EXISTING ACCESS OR REQUESTING INITIAL ACCESS. THE FOLLOWING WAS CONVEYED TO PHAs

If you already have access to EIV and do not require access modifications, **you do not need to complete this new form.** Only PHAs requesting initial EIV access (1st time system users) or those staff that are requesting modified access (i.e. to add the new Program Administrator role for entering, updating and deleting debt/termination information) are required to complete this form and submit to the designated EIV Coordinator in your local HUD office.

PIH Debts Owed to PHAs & Terminations Module - Planned Fix for April 2010

PIH EIV User Certification is Due 10/30/2009

Attention EIV User Administrators! EIV user certification is **due by 10/30/2009.** Failure to certify users by 11:59PM, EST on 10/30/09, will result in termination of EIV access at 12:00AM, EST on 10/31/2009. Certifying users is as easy as 1-2-3! See steps below.

Note to PHAs: PHA User Administrators will be certified by their respective local HUD office. PHA User Administrators – you are required to certify all EIV users at your PHA (**excluding** those users who are assigned the role of PHA User Administrators).