

INTRODUCTION

PURPOSE

This quick reference guide is designed to give basic information to the user of the Management Assessment Sub-System (MASS), release 1.0. Included in this guide is information on how to:

- Access MASS,
- Move around within it,
- Enter data into each of the field types, and
- Validate, correct, and submit the certified MASS information to HUD's Real Estate Assessment Center (REAC).

For specific details on the content of the MASS data elements, the resources needed to correctly respond to those elements, and how the MASS data elements compare with the previous data elements under the Public Housing Management Assessment Process (PHMAP), refer to the *Instruction Guidebook for Completing PHAS Management Operations Certification*. The guidebook may be downloaded from the REAC Management Assessment home page at the following Internet address:
www.hud.gov/reac/MASS/index.html.

Once at that page, scroll to the *Customer Guides* section and click on the [Instruction Guidebook](#) link, which will open the guidebook for viewing, printing and/or downloading.

OVERVIEW OF THE PROCESS

1. Start the Internet browser and access the REAC Management Assessment home page.
2. Log in to MASS.
3. In the Inbox, select [New Submission](#). This opens to the first MASS sub-indicator page.
4. Enter all required data for the sub-indicator. Save the data.
5. Correct any errors found during saving process.
6. Using a tab, link, or "Next Sub-Indicator" button, go to another MASS sub-indicator page, and repeat steps 4 and 5.
7. When all submission pages have been completed, run "validation" to check for problems.
8. Correct any problems found, and repeat the validation check.
9. When validation reports no problems, data is ready for certification.
10. After Board approves resolution, Executive Director enters the resolution number and the date of approval and submits the certified data to complete the process.