



IMS/PIC Modernization

JANUARY 2022

- User Acceptance Testing (UAT) - Release 2 fixes expected to be in staging the first week of February
- Bulk API Submission for 50058 (MTW Expansion and Regular) work is underway
- Process for voiding and correcting submissions 50058 (MTW Expansion and Regular) in development
- PHA Onboarding Timeline
- MOU/ISA Updates

Updates

Bulk API Submissions

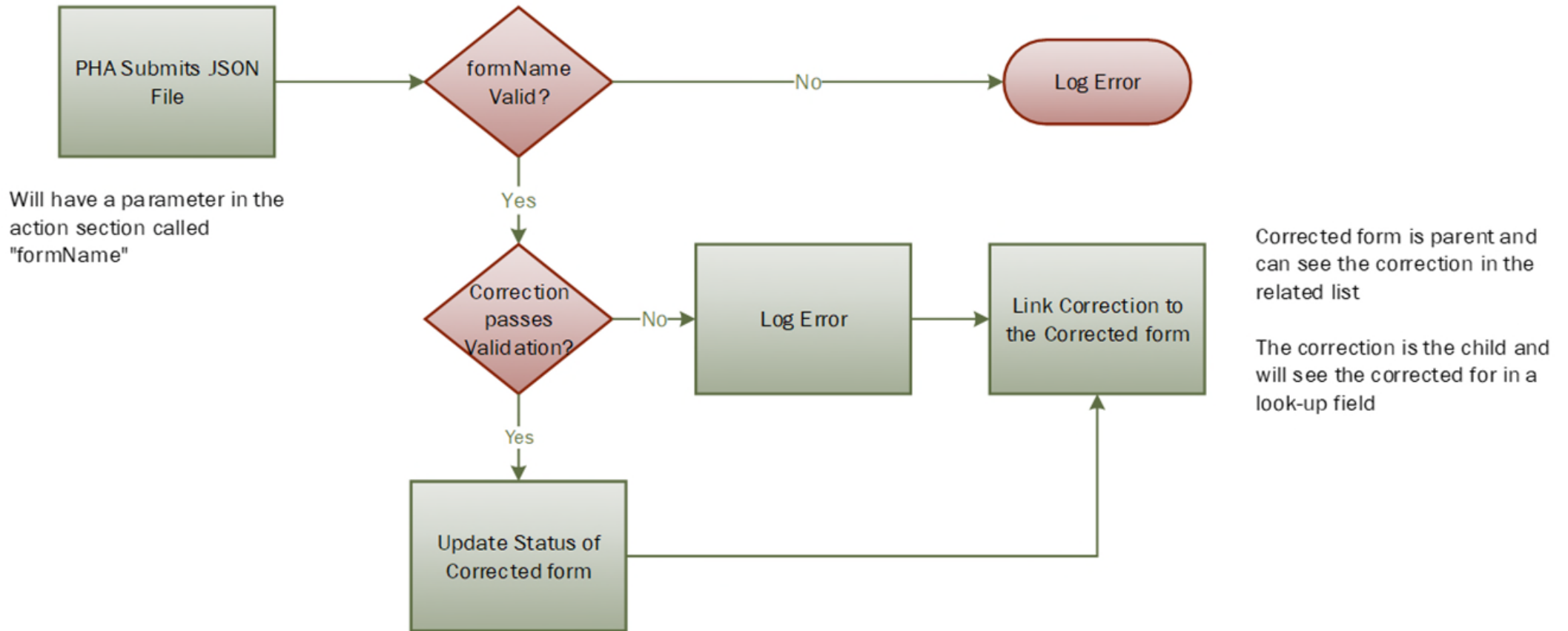


- Batches for data load may include a single JSON submission not larger than 10 MB (roughly 2,000 50058 submissions)
- Requires that submitting system is able to send second request to receive form numbers and validation results/errors.

Corrections

1. Ability to correct any form, not just the most recent.
 - a. Will need to provide an identifier “formName” in the JSON file.
 - b. Form Name will need to be in the same PHA.
2. Correction will need to pass validation.
3. If the correction passes validation:
 - a. Will update the status of the corrected (original form) to “Corrected”.
 - b. Will link the correction with the corrected form.

Must be an existing Form Submission for that PHA. Status = Validated or Approved



Sample JSON

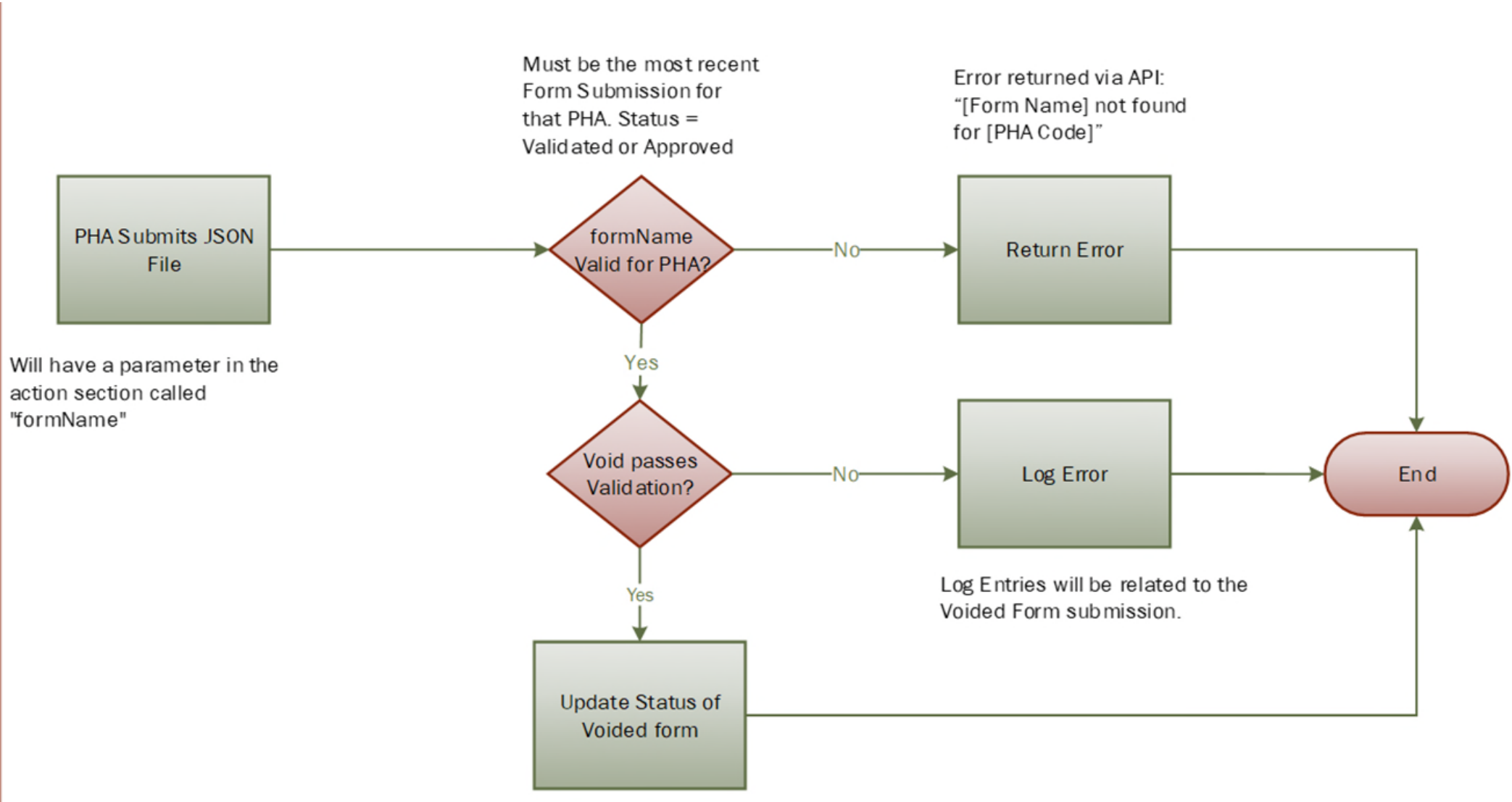
```
"action": {
  "actionType": "1",
  "effectiveDate": "11302019",
  "isCorrection": "N",
  "correctionReason": "",
  "formName": "Form-0009032",
  "admissionDate": "11302019",
  "reexaminationDate": "11302019",
  "rentUpdateDate": "",
  "isFssParticipant": "N",
  "specialProgram": "",
  "specialOther1": "",
  "specialOther2": "",
  "isMtwssParticipant": "N",
  "mtwssAdmissionDate": "",
  "eopReasons": "",
  "interimReexamReasons": ""
},
```

Corrections – Additional Details

1. If a correction, 2c = Y, then “formName” will be required.
2. The form to be corrected must belong to your PHA (PHA cannot be corrected).
3. If the HOH SSN is changed, the HOH First Name, Last Name and DOB cannot change.
4. Voids cannot be corrected, error code 5458
5. EOP cannot be corrected if a subsequent submission exists.
6. Port-out cannot be corrected if a subsequent submission exists.
7. Former head of household’s SSN (3w) cannot be corrected, error code 5515.
8. When a correction is submitted, it must pass all validations to take effect. This includes prior submission validations for forms that have an effective date prior to the effective date of the correction.
9. When a correction is submitted and passes validation, the corrected changes **do not automatically cascade** through subsequent form submissions.

Voids

1. Only the most recent form submission for the submitting PHA can be voided.
 - a. This will be based on the effective date.
 - b. Will need to provide an identifier “formName” in the JSON file. This is to ensure the correct form is being voided.
2. A void will need to pass validation.
3. If the void passes validation:
 - a. Will update the status of the voided (original form) to “Voided”.
 - b. The void will not create a new Form Submission.



Voids – Additional Details

1. If a void, 2a = 15, then “formName” will be required as well as the PHA. A form submission for 2a = 15 will not be created.
2. If the formName is not found for the PHA, then an error is returned via the API, or as a message on the Community Portal.
3. **Only the most recent form can be voided**, based on the effective date.
4. All other existing validations must still be met.
 - If successful, the original form will be updated with a status “Voided”.
 - If not successful, the errors will be logged and attached to the original form.

Voids – Scenarios

Scenario 1: Void Form-00001: Form Not Found for PHA

- Error returned via API / Community Portal

Scenario 2: Void Form-00002: Form Found for PHA but not the most recent

- Form-00002 not updated
- New validation will be logged and associated to Form-00002

Scenario 3: Void Form-00003: Form Found for PHA but fails an existing validation

- Form-00003 not updated
- Validation(s) will be logged and associated to Form-00003

Scenario 4: Void Form-00004: Form Found for PHA no errors

- Form-00004 status updated to “Voided”
- Audit Trail on Form-00004 will track why it was voided.

Transitioning PHAs to IMS/PIC Modernization

The steps below are applicable to MTW expansion PHAs. The steps are listed in the order they will occur. Exact timing is determined by when the previous step is completed in most cases.

To ensure that PHAs are not using the HUD-50058 MTW Expansion to report on activities that they have not yet been approved to implement, PHAs will not be transitioned to the IMS/PIC Modernization until after their MTW Supplement is approved.

Timeline:

- ACC Fully Executed: The PHA must have submitted a signed MTW ACC amendment and have received HUD's counter-signature for the PHA to have received their formal MTW designation
- MOU/ISA Completed: The PHA must sign and submit to HUD the MOU/ISA. Once HUD has signed the document, it will be considered executed.
- The PHA must submit their MTW Supplement to the Annual PHA Plan form to HUD in the MTW Supplement system. *They should also submit their PHA Plan to their local field office, since this form is a "supplement" (aka attachment) to the PHA Plan. If they are a qualified PHA, they should refer to the MTW Operations Notice for further information.*
- Once the MTW Supplement form has been submitted, HUD will contact the PHA with further information on verifying their existing HUD-50058 and building and unit data in IMS/PIC.
 - If any issues are identified, information will be provided on how to fix them.
 - HUD has 75 days to review the MTW Supplement

Transitioning PHAs to IMS/PIC Modernization - continued

- PHA should ensure that their vendor software is able to submit the HUD-50058 MTW Expansion and can communicate with IMS/PIC Modernization.
- Once the PHA's MTW Supplement is approved, the PHA's data will be migrated to IMS/PIC Modernization
 - The PHA will need to cease updating information, including 50058s, in IMS/PIC. This will most likely be for 1-2 days.
 - Once the data migration has been completed, the PHA will no longer go into IMS/PIC. All work will be done in IMS/PIC Modernization.
- Users receive login credentials
 - The PHA will submit a request for who needs access. They will indicate if a user already has access to IMS/PIC Modernization through the MTW Supplement system or if they are new.
 - The email that a new user receives is only valid for 24 hours, so users will need to be on the look out for it so they can setup their password.
- Training
 - There will be system training for PHAs – details forthcoming
 - Separately, the MTW office will provide additional training on the HUD-50058 MTW Expansion form – date TBD but expected late spring 2022

Learn More

IMS/PIC Modernization site:

https://www.hud.gov/program_offices/public_indian_housing/systems/pic/imspicmodernization

For technical questions relating to the development, please email: HUDITVendorComms@HUD.gov

For the MTW Supplement:

- PHAs should view the system documentation available on the MTW Supplement web page at https://www.hud.gov/program_offices/public_indian_housing/programs/ph/mtw/expansion/mtwsupplement
- If PHAs have policy questions about the MTW Supplement, they should contact their POC in their local field office.
- PHAs that need technical assistance should contact the REAC Technical Assistance Center (TAC) at 888-245-4860 or reac_tac@hud.gov and specify they need assistance with the MTW Supplement.