



# Generating a HA Query Report

March 2019

An HA Query Report details the most recent Form-50058 submitted for a specific person, what housing authority the person is in, what action was submitted, and the effective date of that action. It can be used for several things, including:

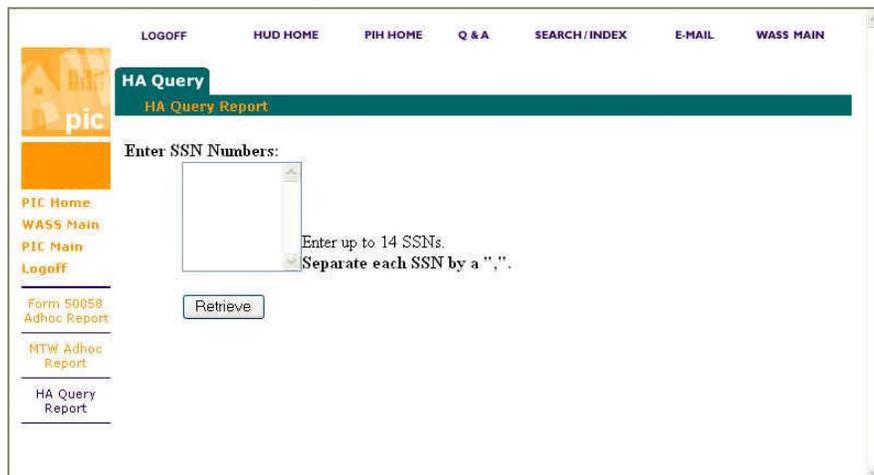
- Seeing if a tenant is possibly listed in another housing authority to check against the information they have given you to see if it matches. Note that since you cannot see the name of the person in the search results, it is possible that it is not the person you are looking up. There is always a margin of error for data entry errors by another PHA. If you contact the perspective tenant or the PHA listed be sure to keep this in mind.
- It can help you reduce or eliminate effective date errors and errors caused by a tenant being listed under another housing authority.

**Important notes:**

1. If you are running an HA Query Report to see if a possible tenant is listed under another PHA, you can only do this **before** you submit your New Admission. After IMS-PIC successfully accepts your New Admission you will not be able to view data about the previous PHA a tenant may have lived in—your New Admission will become the current 50058 in IMS-PIC for that person.
2. The HA Query Report only searches all Head of Household records in the current database in Form-50058 and MTW 50058. If the SSN you’re searching for was a household member it will not give you any search results. *A request has previously been made to add the functionality to also search household members, however due to the large amount of records in the IMS-PIC database this is not possible (in simple terms, when it was tried in testing, the search timed out).*

**To generate an HA Query Report:**

1. Log into REAC/Secure Systems and access PIC from your Main Menu.
2. On the PIC Main page, look under the ADHOC module for the HA Query Report sub module link and single click on it.
3. In the text box on the HA Query Report page, type the tenant’s social security number (SSN) without dashes or spaces. To search for multiple numbers, separate each number with a “,” (comma).
4. Single click on the Retrieve button. A new window will open and will display the results of your search. It will also tell you if no results were found.



If a person with this SSN is in the IMS-PIC system you will see the following information from the last submitted 50058 form:

- The tenant SSN
- Program type
- Participant code and name (PHA Code and name)
- Type of action
- Effective date of the action

If the page that displayed the results says “No Records Found” it means that there are no records for this Head of Household in the IMS-PIC system. If you know this tenant previously lived in another housing authority, check to see if they were head of household at the other PHA or just a household member. The HA Query will only show information for a head of household.

## HA Query Report



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SSN Number	Program Type	Participant Code	Participant Name	Type of Action	Effective Date
	S8 Voucher	IL002	Chicago Housing Authority	2 - Annual Reexamination	11/01/2002