



Generating a HQS Inspection Report

March 2019

The monthly summarization is run starting on the first Friday evening of the month, even if it is the first day of the month. It is suggested that you wait to view the monthly 50058 reports until the Monday afternoon after they have been run. This gives PIC Coaches and the PIC maintenance team a chance to make sure there are no bugs or problems with the reports (and if there are, notify IMS-PIC users). Detailed information about the business rules for this report can be found on the Form-50058 Monthly Report Guides page at https://www.hud.gov/program_offices/public_indian_housing/systems/pic/50058/guides

1. Once the reports have been run you can access them by logging into REAC (Secure Systems) and accessing PIC from your Main Menu. The website for the REAC login page is: http://portal.hud.gov/hudportal/HUD/program_offices/public_indian_housing/react/online
2. Once logged into IMS-PIC, under the Form-50058 module click on the Reports sub module. You will need to read and agree to the Privacy Act statement before you proceed if you have not done so already in this IMS-PIC session.
3. Once in Reports, click on the HQS tab at the top of the page.
4. On the HQS Inspection Report page Voucher Funded Assistance is already selected by default. Single click on Public Housing Agency under Level of Information. The page refreshes. ****Note if you have a mod rehab program you can view that info by either selecting that program type or All Relevant Programs.****
5. Select Within A State under Housing Agency Selection and single click on the Select button.
6. Select Nebraska from the state selection box—you must click on it so it is highlighted in blue—and single click on the Select HA button.
7. Select your PHA from the list—you must click on it so it is highlighted in blue—and single click on the Report button.
8. A new window will open and display the report. Note it may take a few minutes to display, especially at busier times of the day. From here you can either print the report or download it to Excel for further sorting.
9. When you are done viewing the report close the report window and you will be returned to your browser contains your IMS-PIC session. You can continue to work in IMS-PIC or if you are done in IMS-PIC you should logoff and then logout of REAC.

The inspection dates on this report are taken from line 5i on the 50058 form. On the report you will notice in the last column that it shows the number of months since the last HQS inspection in IMS-PIC. Inspections are considered late once they are 14 months or more since the last inspection—meaning 2 months or more late. If it says 13 months that is a warning to you that you need to get the information successfully submitted or it will be considered late the next month.

If you have done a more current inspection in real life but it is not reflected on the report or in the Form-50058 Viewer sub module it means that it either was never submitted OR when it was submitted to IMS-PIC that there were fatal errors on the 50058

The screen print below shows you a sample of what the report looks like. The highlighted columns will tell you how many months it has been since the last HQS inspection (line 5i on the 50058) and how long ago that date is according to the calculation that IMS-PIC uses for this report.

HQS Inspection Report

As of August 31, 2009

Program Type - Voucher-Funded Assistance

Level of Information - HA within State NE

HA Code -

HA Name -



Download in Excel

Print Report

View Entire Report

Click on ▲ for Ascending sort and on ▼ for Descending sort

Report Item No.	Head Of Household's Name	Head Of Household's SSN	Last HQS Inspection Date	Number of Months Since Last HQS Inspection
1			01/11/2008	19
2			02/08/2008	18
3			02/08/2008	18
4			03/04/2008	17
5			03/21/2008	17
6			04/03/2008	16
7			04/08/2008	16
8			04/08/2008	16
9			04/18/2008	16
10			05/06/2008	15
11			07/28/2008	13
12			08/01/2008	12
13			08/01/2008	12
14			08/19/2008	12
15			08/26/2008	12
16			09/10/2008	11