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/reac/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** -

<table>
<thead>
<tr>
<th>Report Item No.</th>
<th>Head Of Household's Name</th>
<th>Head Of Household's SSN</th>
<th>Last HQS Inspection Date</th>
<th>Number of Months Since Last HQS Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>01/11/2009</td>
<td>19</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>02/06/2009</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>02/06/2009</td>
<td>18</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>03/04/2009</td>
<td>17</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>03/21/2009</td>
<td>17</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>04/02/2009</td>
<td>16</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td>04/08/2009</td>
<td>16</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td>04/08/2009</td>
<td>16</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td>04/16/2009</td>
<td>16</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>05/06/2009</td>
<td>15</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td>07/28/2008</td>
<td>13</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td>08/01/2008</td>
<td>12</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td>09/01/2008</td>
<td>12</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td>09/18/2008</td>
<td>12</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td>09/26/2008</td>
<td>12</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td>09/26/2008</td>
<td>11</td>
</tr>
</tbody>
</table>