NSPIRE Demonstration Case Management System
Guide for HUD Field Office Users
Version 3.0
Updated 09/28/2022
# Change History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version 2.2</td>
<td>2/9/2022</td>
<td>Baseline</td>
</tr>
<tr>
<td>Version 3.0</td>
<td>9/28/2022</td>
<td>- Slide for changing view when first logging in (slide 6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Updated Help Desk contact information (slide 19)</td>
</tr>
</tbody>
</table>
Welcome Email

The user will receive a welcome email with their user name and steps to establish their password.
Creating your password

The password must meet the requirements as specified.
Logging In - [https://hudreac.my.salesforce.com](https://hudreac.my.salesforce.com)

Log in using your user name and newly created password.
First time logging in

Select this tab to see your inspections

Change your view to “All” or “My Inspections – Account Executive”
Inspections List

Select this tab to see your inspections

Select an inspection to see the inspection details
This widget lists all the deficiencies associated with this inspection. Select a deficiency to see the details.
The status indicates that a mitigation was submitted for this deficiency.

Comment provides additional information on the remediation.

Select this button to approve the mitigation.
Approve Mitigation

Be sure to provide a comment and update the status

Hit “Save” when done
Deficiency Detail

The “Status” field is updated

Your comments are added here
Next Steps

• Follow up with the properties if you are rejecting or require more information about the mitigations submitted.

• Reach out to REAC (NSPIREDemo_Inspection@hud.gov) with feedback on how we can improve the tool.
Important Information

- NSPIRE inspections are not the inspection of record.
- Does NOT require updates in iREMS

<table>
<thead>
<tr>
<th>UPCS Deficiency Type</th>
<th>NSPIRE Deficiency Type</th>
<th>Corrective Timeframe</th>
<th>Reporting Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exigent Health and Safety (EH&amp;S)</td>
<td>Severe H&amp;S</td>
<td>24 hours</td>
<td>72 hours</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>Standard H&amp;S</td>
<td>30 days</td>
<td>35 days</td>
</tr>
<tr>
<td>--</td>
<td>N/A</td>
<td>Not specified at this time</td>
<td>Not specified at this time</td>
</tr>
</tbody>
</table>
Cloning a View to Personalized Your Data

1. Select “NSPIRE Deficiencies”
2. Select the Gear icon
3. Select “Clone”
Cloning a View to Personalized Your Data Cont...

1. Give your view a name
2. Select “Only I can see...”
3. Select “Save”
Cloning a View to Personalized Your Data Cont...

1. Select your newly created view
2. Select the Gear icon
3. Select “Select Fields to Display”
Cloning a View to Personalized Your Data Cont...

1. Add or Remove the fields using the left or right arrows
2. Order the fields by using the Up or Down arrows
3. Hit “Save”

Useful Data Fields
- Deficiency ID
- Deficiency Details
- Deficiency Location
- Deficiency Location Address
- Room/Location
- Deficiency Comments
- Building Address
- Property
- Corrective Timeframe
- Status
Filtering data on your clone view

1. Select the filter icon
2. Click on the yellow box
3. Select the field
4. Select the operation
5. Select “Done”
6. Hit “Save”
Questions

Questions and inquiries:

• If you have issues accessing the NSPIRE Demonstration Case Management System or questions regarding your NSPIRE Demonstration inspection, please email the NSPIRE Information Center (NIC) at NSPIRE@hud.gov.

• Training Slides: https://www.hud.gov/program_offices/public_indian_housing/rea/c/nspire/toolkit