



Generating a Reexamination Report

March 2019

Notes about the report:

- The monthly summarization is run starting on the first Friday evening of the month, even if it is the first day of the month. Therefore, if you submit a 50058 for a tenant after the report has been run it will **not** be reflected on the report until it is run the following month. To be sure a 50058 is reflected, you should submit it by COB on the day before the first Friday of the month (it is guaranteed these will be reflected, 50058s submitted on the first Friday could be processed in time but it is not guaranteed).
- 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
- An annual reexamination is considered late when it is two months past due. Therefore, if the Reexamination Report says that it has been 13 months since the last annual reexam it means you need to get it submitted if you haven't already or it will be considered late next month. If it says 14 months since the last annual reexamination it means that it is now considered late.
- If the effective date on a 50058 is later than the date at the top of the report the 50058, the system will look for the most recent 50058 that is dated on or before the report As Of date in the historical database.
- You may have submitted the annual reexamination to IMS-PIC but if it is not reflected here it is most likely because there was a fatal error in the submission that was not fixed or that it is dated after the report date (see above). Remember, whenever you submit 50058s (if you submit your own) you must check the error reports in Form-50058 Submission and fix any fatal errors for the 50058 to be reflected in IMS-PIC.
- The Date in the Date of Last Annual Examination column is calculated from line 2b for actions 1 and 14 or line 2i for all other actions. Note that if line 2j (date of next flat rent annual update) is filled in that will be used for all actions other than 1 or 14.

How to generate the Reexamination Report each month:

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 Reexam tab at the top of the page.
4. On the Reexamination Report page select the Program Type you want to view data for. Public Housing is already selected by default
 - If you only have Public Housing, you can proceed to step 7.
 - If you want to view data for Section 8 you can choose All Voucher Funded Assistance, which includes all types of vouchers, or an individual type of vouchers. Once you have done this go to the next step.
 - If you have both Public Housing and Section 8 and want to view information for your entire PHA you can select All Relevant Programs. Once you have done this go to the next step.
5. Single click on the Select button. When the page refreshes you will be asked to select the type of actions you want to view. **It is highly recommended that you single click the Select All checkbox or you will not see all available data.**
6. Single click on the Public Housing Agency under Level of Information. The page refreshes.
7. Select "Within A State" OR "Within a Field Office" under Housing Agency Selection and single click on the Select button.

8. Depending on your selection in step 8, select your state or field office from the selection box—you must click on it so it is highlighted in blue—and single click on the Select button.
9. Select your PHA from the list—you must click on it so it is highlighted in blue—and single click on the Report button.
10. 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.
11. When you are done viewing the report close the report window and you will be returned to your browser that 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 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 annual reexamination and when the last annual reexamination was according to the calculation that IMS-PIC uses for this report.

Reexamination Report
As of April 30, 2006

Program Type - **Public Housing**
Level of Information - **Public Housing Agency within State NE**
HA Code -
HA Name -




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Click on  for Ascending sort and on  for Descending sort

Report Item No.	Head Of Household Name	Head Of Household SSN	Date of the Last Annual Examination	Action Type	Number of Months since Last Annual Examination
1			09/01/2004	3 - Interim Reexamination	19
2			09/01/2004	3 - Interim Reexamination	19
3			11/01/2004	3 - Interim Reexamination	17
4			09/01/2005	2 - Annual Reexamination	7
5			09/01/2005	12- Flat Rent Annual Update	7
6			09/01/2005	2 - Annual Reexamination	7
7			09/01/2005	2 - Annual Reexamination	7
8			09/01/2005	2 - Annual Reexamination	7
9			09/01/2005	2 - Annual Reexamination	7
10			09/01/2005	3 - Interim Reexamination	7
11			09/01/2005	3 - Interim Reexamination	7
12			09/01/2005	2 - Annual Reexamination	7
13			09/01/2005	2 - Annual Reexamination	7

Household Information for the selected HAs
-- 13 households -- 1 pages.
[View Household Information on page \[1 \]](#)

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