



Once again, the Training Team and I would like to thank each one of you for taking time out of your day to be here today. This is our 7th Dine & Learn over the past 9 months. You can submit your questions during the presentation or during the Q&A after the presentation, and we will take questions by phone. We will try NOT to answer the same question multiple times.

There will be a Survey Monkey sent out after this Dine & Learn. We have received a lot good suggestions and recommendations to improve each upcoming Dine and Learn. So, please keep giving us your feedback. It is greatly appreciated.

As before, we will not be taking any questions concerning the Corona virus.

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PASS TRAINING

Dine & Learn



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PASS TRAINING – DINE & LEARN

Presented May 19, 2021

Presenter: Marc Nickelson

PowerPoint → Updated RAPID Software - How & When to use New Buttons for Roof Access, Bed Bugs & CO Functionalities Created by Marc Nickelson, Lawrence Clay & J Johnson.

Staff available for Questions & Answers:

Lawrence Clay	–	QA Construction Analyst / REAC UPCS Trainer
Dexter Brady	–	QA Construction Analyst / REAC UPCS Trainer
J Johnson	–	QA Construction Analyst / REAC UPCS Trainer
Marc Nickelson	–	QA Construction Analyst / REAC UPCS Trainer
Dilip Patel	–	QA Construction Analyst / REAC UPCS Trainer
Bobby West	–	QA Construction Analyst / REAC UPCS Trainer
Ben Benning	–	QA Construction Analyst / REAC UPCS Trainer
Bobby Martin	–	TAC
Orlando Vanegas	–	TAC
Bilal Javed	–	TAC
Robert (Whitt) Whittington	–	General Engineer & REAC Training Coordinator & Facilitator

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Today's presentation is going to be on "Updated RAPID Software - How & When to use New Buttons for Roof Access, Bed Bugs & CO Functionalities". Newly updated RAPID Software will help inspectors to more easily record required information associated with Roof Access, Bed Bugs and CO Detectors. Also, this Dine & Learn will get you familiar with how to access the new buttons, show you how to navigate the information within each button, what to record

Next week's Dine & Learn, will be "Inspecting a Unit". Originally, it was going to be tonight presentation, but we decided to go with the Updated RAPID Software.

Due to some of the slides having animation, the picture may be choppy coming over your computer if you are not on a high-speed network.

This is a list showing today's staff available for Q&As after the presentation.

Some Updates since the Last Dine & Learn

- **June 1st is when we will start back with physical inspections.**
 - **For more details on this, go to REAC's home webpage located on HUD.GOV**
 - **Inspection Guidance**
 - **Frequently Asked Questions (FAQs)**
 - **Property & Unit Inspection Information for Residents**
- **REAC UPCS Training webpage has been updated with the last 6 Dine & Learns**
- **UPCS Training Team has been working on updating all the materials on the online LMS (Learning Manage System)**
- **REAC UPCS Training Team and some QA staff are developing training videos on a variety of subjects.**

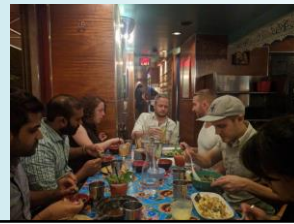
Upcoming Dine & Learns and the Subjects to be Covered

Upcoming Dine & Learns

May 26, 2021 @ 7:00 pm (EST) – **How to Inspect a Unit**

Aug 18, 2021 @ 7:00 pm (EST) – **TBD**

Nov 10, 2021 @ 7:00 pm (EST) – **TBD**



Survey Monkey

- After this Dine & Learn, each person in attendance will receive an email asking for anonymous feedback through Survey Monkey
- In the past, these surveys have been very beneficial for improving your experience on the Dine & Learns
- A lot of great suggestions concerning things you liked and did not like in the Dine & Learns
- A lot of great suggestions on how to improve future Dine & Learns
- So, when you receive the email, please take the time to give us some feedback

RAPID 4.0 – SPRING 2021 UPDATE

Presented by:
Marc Nickelson
Lawrence Clay
J. Johnson



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Introduction

- This presentation will go over the changes made to RAPID 4.0 in the Spring 2021 update. These changes include simplifying data input such as Bed Bugs, Roof Access, and COXP comments.

- How presentation will benefit audience: Adult learners are more interested in a subject if they know how or why it is important to them.
- Presenter's level of expertise in the subject: Briefly state your credentials in this area, or explain why participants should listen to you.

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Training Outline

RAPID 4.0 Spring Update 2021 Changes Include:

1. Bed Bugs
2. Roof Access
3. Carbon Monoxide Detectors (COXP)
4. Work-Arounds When Inspecting a Unit

Lesson descriptions should be brief.

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1: Bed Bugs

- This input box is accessible through the *Property Information* in the *Bed Bug Information* section:

The screenshot shows a software interface for property information. The 'Bed Bug Information' section is highlighted with a green box. It contains the following fields:

- Bed Bugs Reported? ☐ Yes ☒ No
- # of Buildings with Bed Bugs:
- # of Units with Bed Bugs:

A green arrow points to the 'Bed Bugs Reported?' field.

Building & Unit Information	Units Count	Expected	Actual	Scanned	Unit Count	Expected	Actual	Scanned
Residential	2	2	0		Total	2	0	
Commercial	0	0	0		# of Occupied Units			
Total	2	2	0		Occupancy Rate @ % Insp. Vacant Units			

Example objectives

At the end of this lesson, you will be able to:

- Save files to the team Web server.
- Move files to different locations on the team Web server.
- Share files on the team Web server.

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1: Bed Bugs

Example:

The screenshot displays the HoloQ QA Inspector application. The top navigation bar includes tabs for 'Download', 'Sample', 'Unsuccessful', 'FAC', 'Transfer', 'Delete', and 'Help'. The left sidebar, under the 'Navigate' menu, shows a tree structure with 'Select Inspection', 'Main Street Apartments' (selected), 'Property Information', and 'Site'. The main content area is divided into two panes. The left pane shows a table of inspection data:

Property Id	Inspection Id	Property Name	Inspection Status	Main Street Apartments
800000200	200		In Progress	

Below the table, the 'Inspection Type' is set to 'Download' and the 'Scheduled Date/Time' is 'Dec 8, 2010 12:07:00 PM'. The right pane, titled 'Fresh Inspection', contains the text: 'Click the button below to view the list of incomplete items. This will be enabled in inspection mode for Standard Inspection Type after you generate sample.' Below this text is a button labeled 'Check for Incomplete Items' and a link that says '...Fresh Inspection?'. At the bottom of the main content area, there is a section for 'Unsuccessful Inspection' with a checkbox labeled 'Inspection Unsuccessful?' and a dropdown menu for 'Reason'. The bottom of the application shows a 'Messages' section with a table for 'Field' and 'Message'.

Example objectives

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2: Roof Access

- This input section is accessible for every building under the *Building Information* section:

The screenshot shows a web-based form titled 'Building Information'. The form is divided into several sections: 'Building Name', 'Address/Contact Information', 'Building Information', 'Unit Information', 'Utilities', and 'Messages'. The 'Building Information' section is highlighted with a green box, and a green arrow points to the 'Is the roof flat?' field. The 'Is the roof flat?' field has three radio button options: 'Yes', 'No', and 'Is it Accessible?'. The 'Is it Accessible?' option is selected. Below this field, there is a text input field for 'an attached garage?' with 'Yes' and 'No' radio button options. The 'Unit Information' section shows 'Expected Unit Count' as 2 and 'Actual Unit Count' as 2. The 'Utilities' section has a 'Building Comments' text area and 'Reset' and 'Save' buttons. The 'Messages' section has a 'Feedback' field and a 'Message' field.

Example objectives

At the end of this lesson, you will be able to:

- Save files to the team Web server.
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2: Roof Access

Example:

The screenshot shows a web application interface for 'HUD QA/QA Inspector Information'. The form is titled 'HUD QA/QA Inspector Information' and contains several sections. The top section includes fields for 'Property Id' (800000200), 'Property Name' (Main Street Apartments), 'Inspection Id' (200), 'Inspection Status' (In Progress), 'Inspection Type' (Standard), and 'Scheduled Date/Time' (Dec 8, 2018 12:07:00 PM). Below this is a section for 'HUD QA/QA Inspector Information' with a dropdown for 'Select HUD Inspector' (JAY LAWRENCE) and a 'Finish Inspection' button. A 'Check for Incomplete Items' button is also present. The 'Unsuccessful Inspection' section has a checkbox for 'Inspection Unsuccessful?' and a 'Reason' dropdown. At the bottom, there is a 'Messages' section with a 'Field' and a 'Message' input area. The interface includes a sidebar with navigation links like 'Download', 'Sample', 'Unsuccessful', 'Upload', 'Access', 'TAG', 'Transfer', 'Delete', and 'Help'. The bottom status bar shows 'Inspection Mode'.

Example objectives

At the end of this lesson, you will be able to:

- Save files to the team Web server.
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3: Carbon Monoxide Detectors (COXP)

- This input section is accessible for every building under the *Building Information and Unit* sections:

The screenshot shows a software interface for entering inspection data. On the left is a tree view with categories like 'Building 01 A', 'Building 02 B', and 'Unit # 1: 201'. The main area contains several sections with radio button options: 'Elevator/Slide Railings' (NOD, OD, NA), 'Bathroom Items' (NOD, OD, NA), 'Call for Aid' (NOD, OD, NA), 'Colling' (CO Detector, Yes, No), 'Doors' (Condition of the CO Detector?, Missing, Working, Inoperable), 'Dryer Vent', 'Electrical System' (NOD, OD), and 'Floors' (NOD, OD). A green box highlights the 'Colling' section, and a green arrow points from a cloud labeled 'Unit Information Section' to this box. Another cloud labeled 'Building Information Section' points to the top of the form. At the bottom right, there are buttons for 'Enter Unit', 'CO Detector', 'Exit Unit', and 'Cancel'.

Example objectives

At the end of this lesson, you will be able to:

- Save files to the team Web server.
- Move files to different locations on the team Web server.
- Share files on the team Web server.

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3: Carbon Monoxide Detectors (COXP)

Example:

The screenshot displays the 'HUD-GAIA Inspector Information' section of the software. It includes fields for 'Property Id' (80000020), 'Property Name' (Main Street Apartments), 'Inspection Id' (200), 'Inspection Status' (In Progress), 'Inspection Type' (Standard), and 'Scheduled Date/Time' (Dec 8, 2019 12:07:00 PM). A 'HUD-GAIA Inspector present?' section has a dropdown menu set to 'CLAY LARSEN INC.'. A 'Fresh Inspection' section contains a button 'Check for incomplete items'. An 'Unsuccessful Inspection' section has a dropdown menu set to 'Reason' and a text input field for 'Comment'. At the bottom, there is a 'Messages' section with a 'Field' and a 'Message' input area.

Example objectives

At the end of this lesson, you will be able to:

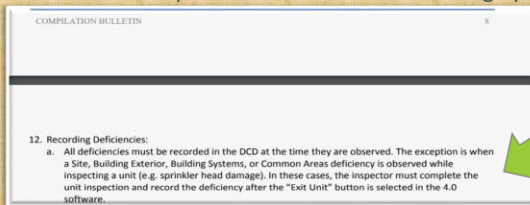
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4: Work-Arounds When Inspecting a Unit

- With the new update your software may act a little differently than it did in the past.
- For example, you see a *Sprinkler Head* defect in a *Unit*, you should close-out the unit then go into *Building Systems*:
 1. Finish Unit Inspection
 2. Close-Out Unit
 3. Enter Sprinkler defect under Building Systems



Compilation
Bulletin Says:

Example objectives

At the end of this lesson, you will be able to:

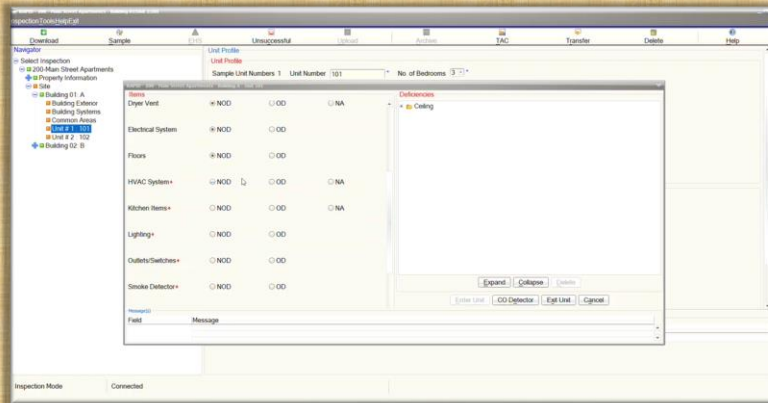
- Save files to the team Web server.
- Move files to different locations on the team Web server.
- Share files on the team Web server.

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4: Work-Arounds When Inspecting a Unit

Hang-up Example:



Example objectives

At the end of this lesson, you will be able to:

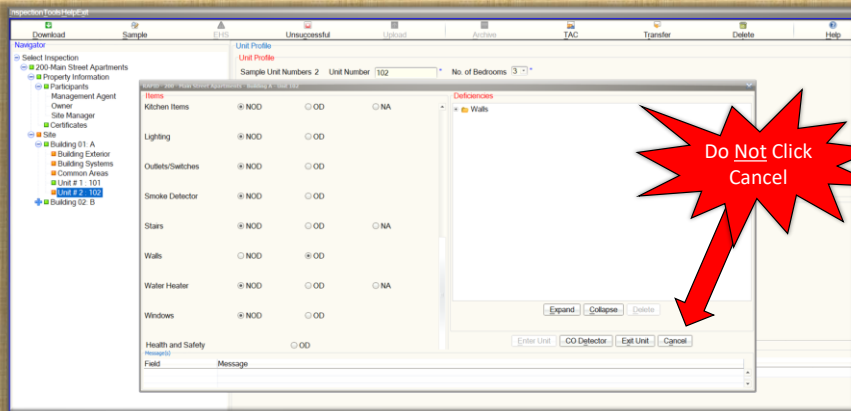
- Save files to the team Web server.
- Move files to different locations on the team Web server.
- Share files on the team Web server.

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4: Work-Arounds When Inspecting a Unit

REMEMBER DO NOT HIT CANCEL:



Example objectives

At the end of this lesson, you will be able to:

- Save files to the team Web server.
- Move files to different locations on the team Web server.
- Share files on the team Web server.

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4: Work-Arounds When Inspecting a Unit

Correct Way to do the Work-Around:

The screenshot shows the 'Inspector Console' application window. On the left is a tree view with categories like 'Navigation', 'Sample', 'Unit Profile', 'Unit Inspection', 'Unit Status', 'Unit Comments', 'Unit Observations', 'Unit Messages', and 'Unit History'. The 'Unit Profile' section is selected. The main area displays the 'Unit Profile' form. It includes fields for 'Sample Unit Numbers 1', 'Unit Number' (set to 101), and 'No. of Bedrooms' (set to 3). Below these are checkboxes for 'Utilities OK?', 'Electricity?', 'Gas?', and 'Water?'. There is a 'Unit Comments' text area and a 'Previous' button. The 'Observations' section shows 'Sample Status' as 'Sample' and 'Unit Inspection Status' as 'Incomplete'. It includes a 'Record View Observations' button and a note: 'Click the Record View Observations button to record view unit observations. Note that this button will remain disabled until the unit profile is completed.' At the bottom, there is a 'Message(s)' section with 'Field' and 'Message' labels.

Example objectives

At the end of this lesson, you will be able to:

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Summary of Training

- Resources used for this presentation and for more information on the subject:
 - HUD – RAPID 4.0 Webpage
 - https://www.hud.gov/program_offices/public_indian_housing/reac/products/prodpass/dcd4.0
 - Compilation Bulletin
 - <https://www.hud.gov/sites/dfiles/PIH/documents/newpasscb.pdf>