1-1 PURPOSE.
A. To define the responsibility for the Section 8 MIS;
B. To describe the system flow;
C. To define general instructions for reporting Section 8 activity.

1-2 RESPONSIBILITY FOR THE SECTION 8 MIS.
A. The Office of Evaluation, Information Systems Division (HFEI) in Headquarters provides for the national overall operation of the Section 8 MIS and is responsible for the following:
   1. Maintaining the Section 8 MIS reporting forms;
   2. Maintaining the Handbook of reporting instructions;
   3. Monitoring the Section 8 MIS to ensure data quality;
   4. Coordinating corrections with Field and Regional Office personnel;
   5. Coordinating with the Office of Information Policies and Systems (IPS), the design, development, testing, implementation, and modification of Section 8 MIS computer software for edits, updates, and reports.

B. The Office of Information Policies and Systems (IPS) and Housing Systems Division (AISH) provides data processing support to the system's users as follows:
   1. Developing and implementing the input screens for entry of data into the Section 8 MIS;
   2. Maintaining the Section 8 Management Information System (MIS) ADP Terminal Operator's Guide, I362.8;
   3. Ensuring the quality of Section 8 MIS edit, update, and report program software;
   4. Ensuring the quality of computer programs providing an automated interface with other systems;
   5. Providing design, development, testing, and implementation of Section 8 MIS requests made by Headquarters, public agencies, and private interest groups;
   6. Providing design, development, testing and implementation of necessary modifications to support the Section 8 Program;
7. Providing support to Region and Field Offices in the daily operation of the Section 8 MIS.

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C. The Section 8 MIS Regional Coordinator, designated by the Director, Office of Regional Housing in each Regional Office, is responsible for the overall operation of the Section 8 MIS in the Region. The Regional Coordinator is responsible for the following:

1. Ensuring the accuracy and timeliness of data in the Regional database;

2. Monitoring the quality of, and coordinating corrections to, the data in the Regional database;

3. Monitoring and providing support to Field Office personnel in reconciling data discrepancies between the Assisted Housing Accounting System (AHAS), the Program Accounting System (PAS), and the Section 8 MIS;

4. Coordinating ongoing training to enable Field Office personnel to report and enter data into the Section 8 MIS, and to use the Section 8 MIS as a program management tool;

5. Ensuring Regional compliance with this Handbook.

D. The Section 8 Field Office System Coordinator shall be designated by either the Director, Housing Development Division, or the Director, Housing Management Division, depending on the Field Office's organizational mode of operation and workload location(s). The Field Office Coordinator shall establish procedures, priorities and schedules, and ensure the accuracy and timeliness of Section 8 data processing. The Field Office System Coordinator is responsible for the following:

1. Ensuring Field Office compliance with this Handbook and coordinating the entering of data by the assigned program data entry staff member(s);

2. Establishing and monitoring the flow of input forms from the organization responsible for reporting Section 8 program data to the assigned program data entry staff member(s);

3. Establishing and monitoring the flow of output reports from the assigned program data entry staff member(s) to the organization responsible for reporting Section 8 program data;

4. Planning and conducting training to enable Field Office
personnel to report and enter data into the Section 8 MIS, and to use the Section 8 MIS as a program management tool;

5. Coordinating Section 8 MIS problems with the Section 8 MIS Regional Coordinator;

6. Ensuring the quality, accuracy, and timeliness of data, including reservation and contract data, in the database.

E. Other Areas with Responsibility for the Section 8 MIS.

1. The Fair Housing and Equal Opportunity (FH&EO) Division within each Field Office:

   a. Pursuant to instructions from FH&EO in Headquarters, reports Census Tract or Enumeration District data to the Field Office organization responsible for reporting to the Section 8 MIS; and

   b. Ensures the quality of the data reported.

2. The Office of Finance and Accounting: Regional Accounting Division (RAD), enters reservation and contract data into the Assisted Housing Accounting System (AHAS) and the Program Accounting Systems (PAS), which are passed to the Section 8 MIS by a daily automated interface.

   The quality and timeliness of the data passed from AHAS/PAS are the responsibility of the Regional Accounting Division (RAD) and the Office of Finance and Accounting (OFA).

1-3 SECTION 8 MIS SYSTEM FLOW.

A. General. The Section 8 MIS is made up of eleven System 2000 databases: ten Regional databases and a National database.

1. Section 8 program activity is recorded in the Section 8 MIS based upon the Section 8 program type with information on each project as it progresses from the initial receipt through the occupancy/management stages. Information on each project's stage for data entry to the Section MIS is to be submitted on the appropriate Section 8 program type input form HUD.

2. Data from the input forms is transmitted each day, through the HUD Telecommunications Network II (HTN II) Honeywell terminal screens, to the Headquarters' computer site for editing with immediate turnaround edit error reports. Each night, through the update programs, all error-free edited and acceptable update transaction batches are posted to the
Regional databases (rejected if in error) with next day update reports.

3. Recurring reports for program management and data quality controls are generated weekly by Headquarters from the Regional databases and transmitted to the Field for printing. Regions may develop reports to satisfy Field Office requests.

4. The National database (consolidation of the ten Regional databases) is created at Headquarters' during the first five working days of a month for previous month's data reporting.

5. Recurring reports for program management and data quality controls are generated monthly by Headquarters from the National database and made available to the Field, Regions, and Headquarters for printing.

6. Customized and adhoc reports are generated from the National database in response to requests from the Department, public agencies, and private interest groups.

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B. Systems "from" which the Section 8 MIS Receives Data.

1. Assisted Housing Accounting System (AHAS) and The Program Accounting system (PAS) are operated by the Office of Finance and Accounting in Headquarters.

   a. The Field Office initiates reservation and contract data forms which are transmitted to the Regional Accounting Division (RAD) for entry into the AHAS/PAS. Data from AHAS/PAS is automatically interfaced each night to the Section 8 MIS. Overnight reports are transmitted to each Region/Field Office indicating which AHAS/PAS transactions were accepted or rejected.

   b. Funding and HUD's program commitments are measurable in the Section 8 MIS (Regional databases) daily.

   c. The PAS interface with the Section 8 MIS, which began in Fiscal Year 1990, currently includes interfaced Funding data for the following programs:

      - Existing Housing Certificates Renewals
      - Housing Voucher Renewals (Replacements)
      - Moderate Rehabilitation Homeless SRO
      - Loan Management Extensions (Replacements)
      - New/Rehab Elderly Rental Assistance/Metro
      - New/Rehab Elderly Rental Assistance/Non-Metro
      - New/Rehab Elderly Rental Assistance/Cost Amendments
2. The Multifamily Direct Loan and Information System (MIDLIS) is interfaced from on a monthly basis to obtain the initial Project location address and Managing Agent's address.

3. RESERVED. Multifamily Tenant Characteristics System (MTCS).

C. Systems "to" which the Section 8 MIS Provides Data.

1. Resource Allocation Guidelines System (RAGS), operated by the Office of Budget (Administration) in Headquarters, provides:
   a. Productivity measures of time and workload data;
   b. Guidelines for budget formulation and staff allocations;
   c. Reports, distributed monthly, to managers at various levels in Headquarters and the Field Offices.

2. The Federal Assistance Award Data System (FAADS), operated by the Office of Information Policies and systems, provides:
   a. A quarterly central source of information on domestic financial assistance programs of the Federal Government. The federal assistance program data is in accordance with the Catalog of Federal Domestic Assistance.
   b. Detailed and general information on assistance programs, recipients, and the types of projects being funded.


4. The Assisted Housing Accounting System (AHAS) and the Program Accounting System (PAS). For a reservation and/or contract action to be posted to the AHAS/PAS systems, the transaction, at data entry time by the RAD into AHAS/PAS, must first successfully match data in the Section 8 MIS Project Inventory file. The file contains, from the Section 8 MIS databases, the Project or Funding Increment number, the project area code, the Program Type code, and the Subprogram code.

DATA QUALITY. Data Quality is critical to the credibility of the Section 8 MIS. For the system to be a useful program management tool in the Field Offices, Regional Offices, and Headquarters, strict standards of data quality have been established by Headquarters'
Information Systems Division (HFEI).

A. Initial data quality is the responsibility of the Field Office personnel responsible for reporting Section 8 program activities and is enforced by Headquarters through data entry and database update edits.

1. The terminal data entry programs have a series of preliminary edits which reject obvious errors either because of improperly completed reporting form(s) or mis-entering.
   a. If the error is caused by a mistake, the assigned program data entry staff member(s) is required to re-enter the data correctly.
   b. If the error is caused by an improperly completed reporting form, the form is returned for correction to the appropriate Section 8 reporting organization(s).

2. The edit and update programs contain programmatic and relational validity edits on all transactions transmitted to the central computer site. These edits will prevent unacceptable or inapplicable data from being posted to the database.
   a. The Field Office's assigned program data entry staff member(s) prints out the error reports daily, reviews the reports for possible operator errors, and re-enters where required. If there are no data entry errors, the reports and reporting form(s) are forwarded to the appropriate Section 8 reporting organization(s) for review and correction.
   b. Upon receipt of the error reports and applicable reporting forms, and within one working day from receipt of the error reports, the Field Office organization responsible for reporting Section 8 program activity is to review the data and resubmit the corrected reporting forms to the assigned data entry staff member(s) as required.

Note: For more detailed instructions concerning the Edit and update Programs which generate error reports, refer to the Section 8 Terminal Operator's Guide, 1362.8.

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B. Post-processing data quality is the responsibility of all organizations responsible for the Section 8 programs in the Field Offices, Regional Offices, and Headquarters. All responsible Section 8 program organizations are required to continuously
monitor the quality of data, in addition to the Region and Field Offices making corrections to the Section 8 MIS when required.

1. Data quality reports (designed by Headquarters) are generated normally on a monthly basis from the Section 8 MIS and transmitted to the Regional and Field Office computer terminal sites. These recurring reports, announced through separate communications to the Field, concentrate on programmatic and relational validity edits that are not rejected by the Section 8 MIS when initially transmitted.

2. The Information Systems Division (HFEI) in Headquarters relates significant data quality problems to the responsible Field Office Section 8 program personnel either by telephone or memorandum. If communicated by memorandum, the following procedures will apply:

   a. The memorandum, forwarded to the Director, Housing Development Division (or Housing Management Division), defines the data quality problem; a computer printout may be attached.

   b. The appropriate Section 8 program organization is to correct the problem within 30 days.

   c. Headquarters' Information Systems Division (HFEI) staff will inspect the databases for corrections after the 30 day time period has elapsed.

      (1) A second memorandum will follow for all uncorrected occurrences.

      (2) Information Systems Division (HFEI) conducts a subsequent review.

   d. Problems uncorrected after the second memorandum, prompts a third notice, which is a memorandum from the FHA Comptroller for Housing.

C. AHAS/PAS/SECTION 8 MIS Interface Data Quality Validation

1. Editing is accomplished on-line each time the Regional Accounting Division (RAD) enters a reservation transaction into the AHAS/PAS.

2. A reconciliation update program is performed weekly by Headquarters to ensure that the Project level reservation and contract data in the Section 8 MIS matches the corresponding data items in the AHAS/PAS.
GENERAL INSTRUCTIONS FOR REPORTING SECTION 8 ACTIVITY. Specific instructions for completing the various Section 8 Reporting Forms are contained in subsequent chapters.

A. Timing of Section 8 MIS Updates.

1. Daily input to the Section 8 MIS must be submitted in time to allow transmission of data to the central computer facility for editing and overnight database updating.

2. End-of-month updates to the Section 8 MIS must be forwarded as stated above for the "daily". For cut-off purposes, corrective or additional data must be forwarded to the assigned program data entry staff member(s) for the update cycle preceding the first Monday of the subsequent month.

3. Quarterly updates to the Section 8 MIS must be forwarded to the assigned program data entry staff member(s) pursuant to instructions for reporting on Program Utilization (Occupancy) as described in each Chapter of this Handbook.

B. Reporting Reservations and Obligatory Contract data. The Regional Accounting Division (RAD) reports data to the AHAS/PAS, which passes the data to the Section 8 MIS through a daily (overnight) automated interface. Section 8 reservation and obligatory ACC/HAP contract (HUD administered) data is never entered directly into the Section 8 MIS. Refer to appendix 2, Reporting Section 8 Fund Reservations/Amendments and refer to appendix 4, Reporting Section 8 Obligatory Contracts.

The Office of Financial Management (Housing), Funding Control Division, annually issues instructions for reporting reservation activity. Refer to these outstanding administrative instructions for specific reporting and for unique reporting for the last month of the fiscal year.

C. Section 8 MIS Reporting Forms. Section 8 MIS Reporting Forms are multi-part with a top master control form to be retained in the master file.

1. Each successive copy represents only a single reporting stage.

2. When a stage is reported, the copy associated with that stage is removed and forwarded to the assigned program data entry staff member(s) for data entry to the Section 8 MIS.

3. The master copy shows all activity reported for a project, thus preventing an omission or duplication of reporting.

D. Changing/Correcting Section 8 MIS Database Element Values. The Section 8 MIS Database Dictionary (refer to appendix 13 of this Handbook) consists of all data elements which are initially valued and subject to subsequent changes/corrections in the system. For detailed information on changing/correcting data in the Section 8 MIS, refer to appendix 9 of this Handbook.