CHAPTER 1
RESPONSIBILITY, SYSTEM FLOW, AND GENERAL INSTRUCTIONS

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.

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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

.   New/Rehab Disabled Rental Assistance
.   New/Rehab Disabled 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.

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

       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.

1-4 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.

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1-5   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.