HUD USER MANUAL

Public and Indian Housing (PIH)

Real Estate Assessment Center (REAC)

Inventory Management System (IMS)

Form 50058 Module

Submission sub Module

U.S. Department of Housing and Urban Development (HUD)

Prepared by: **Quality SoftwareServices, Inc**

Shiva Information Technology Services

TABLE OF CONTENTS

1.0 Form 50058

1.0 FORM 50058

Form 50058 module in the IMS PIC system allows HUD to obtain the information about the people who participate in the subsidized housing programs. PHAs (Public Housing Agencies) use the Form 50058 to electronically submit the data about the tenants to HUD.

The Form 50058 captures information about assisted families who live in Public housing or receive Section 8 rental subsidies. The form contains:

- Demographic information for all members of the household
- Citizenship information
- Income Information
- Rent calculations

The PIC IMS system captures this information and creates reports used to:

- Monitor assisted families' compliance with income reporting requirements and related eligibility factors.
- Assess the effectiveness of HUD programs.
- Evaluate PHA performance in operating HUD subsidized programs.
- Detect fraud, and
- Provide demographic information that describes the present occupancy of resident communities to Congress, sister federal agencies, and special housing-related organizations.
- Plan for the future use of the housing inventory with emphasis on the housing needs of special groups, such as the elderly and handicapped, by geographic area.
- Support development of HUD's annual budget requirements.
- Provide information to the Enterprise Income Verification (EIV), a computer matching tool used to verify public housing and Section 8 tenant reported incomes and validate tenant identity data.

PHAs are required to submit a Form 50058 at least annually for each assisted family. HUD requires complete, accurate, and timely submission of Form 50058 data to the IMS PIC System for effective program monitoring.

Form 50058 module consists of the **Submission** sub module, **Viewer** sub module, **Reports** sub module, and the **Tenant ID Management** sub module. The **Submission** sub module allows the HA user to submit the Form 50058 file to HUD for processing. The **Viewer** sub module allows the user to view all sections of Form 50058 that the user submitted for the tenants. The **Reports** sub module allows the user to run various reports in order to access and analyze the information about the tenants and PHAs all over the country. The **Tenant ID Management** sub module allows the user to generate AIDs (alternate ID numbers for people who do not have SSNs), replace IDs, identify duplicate tenants, resolve duplicate tenant instances, and replace IDs.

1.1 SUBMISSION

Submission allows the PHA to upload a file containing Form 50058 data electronically to the IMS PIC system. This module extracts information from the file and performs edits and validations before the information is stored into the database. PHA users must have a WASS User ID and be granted appropriate access to upload files by the PHA's Security Coordinator.

1.1.1 Preparing a File for Submission

The Form 50058 transmission file is an ASCII or XML format that contains information for one or more families; each family contains multiple records; and each record contains multiple data fields. PHAs can obtain their own reporting software or they use the Family Reporting Software (FRS) which is distributed by HUD as freeware (no cost to download and use).

PIC processes records within the transmission file in the order in which the files are received. PHA's must insure that they have created the transmission file in a logical sequence so that PIC can process that file without error. For example, if a transmission file contains a Form 50058 record with action type equal to 15 – Void as well as an updated Form 50058 record for the same household, then the Void must precede the updated Form 50058 in the transmission file.
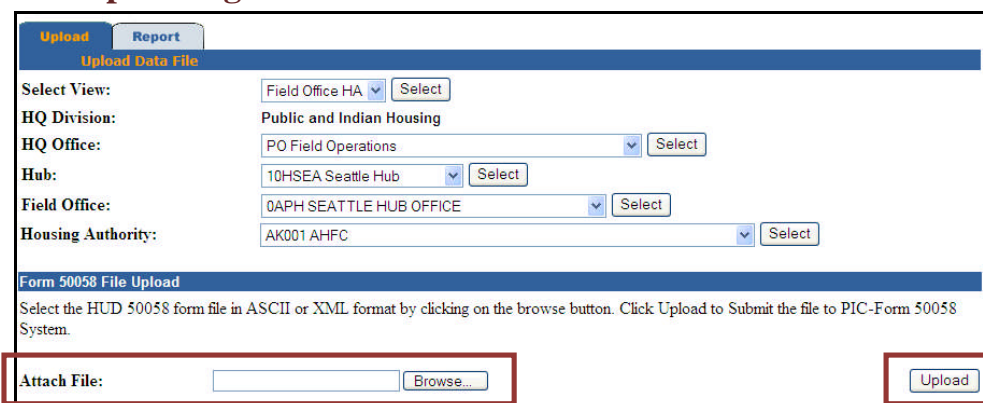
1.1.2 Uploading a File

Figure 1: The Submission Sub Module Upload page.

The user can submit electronic Form 50058 records by using the controls in the Upload page of the **Submission** sub module (see Figure 2). In order to upload the file properly, the user must create the file and identify the PHA that the user is submitting the file for. This file format has to be either ASCII or XML. The user cannot submit any other types of files using the Upload page.

After the user creates the file, the user must identify the PHA that the user submits the file for using the controls in the **Upload Data File** section of the page. For more information, refer to the user guide on the HUD web site.

The user can upload the file using the **Attach File** box in the **Form 50058 File Upload** section of the page. The user can either type the path to the file location, or click the **Browse** button and browse to the file that the user created (see Figure 2). To upload the file after the user attaches it, click the **Upload** button (see Figure 1).
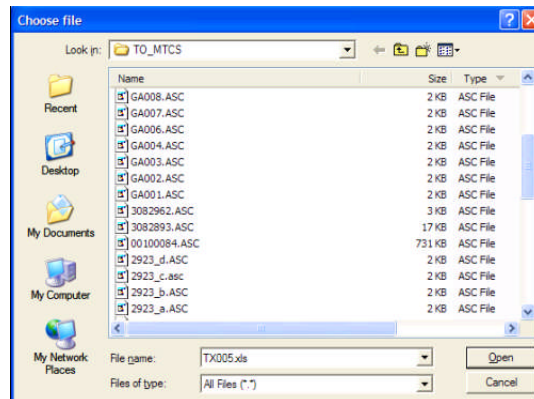
1.0 Form 50058

Figure 2: The Choose File window that allows the user to select an ASCII or XML file.

After the user submits the file, the program displays the Upload Report that displays the upload status and the ticket number. Make sure to remember the ticket number, because the user will need it to reference the file that the user uploaded of view the upload status again. If the system does not receive the file and displays an error message, the user must resubmit the file.

The PHA user will receive a **HUD-50058 Form Submission Receipt** as soon as the file has been successfully uploaded. The PHA user can used the displayed **Ticket Number** to review the status of the file and data by selecting the **Report** tab (Figure 3).

1.1.3 Viewing an Upload Report

The **Report** tab enables the user to view the uploading results for a submitted ASCII or XML file (see Figure 3). If the file was uploaded incorrectly, this section will inform the user about the errors in the submission file.

The View Report page displays the **Recent Submissions** by **Ticket Number** with the most recent submission listed first. **Recent Submissions** display the Ticket Number, File Name, Upload Date Time, and Status of each uploaded file. An uploaded file can have a **Status** of **Fatal Error**, **Inprocess**, or **Complete**. A **Fatal Error** status indicates the submitted file was rejected because it failed the initial format tests required by the system. An **Inprocess** status indicates the file passed the initial format tests

and it is queued for processing. A **Complete** status indicates the was successfully processed by the System.

Figure 3: The Report tab of the Submission Sub Module.

The user can use the following options to view the Upload Report:

- Enter the ticket number in the **Ticket Number** box. Then click **View Report**.

- Click the desired ticket number from the **Recent Submission** list.

Either action generates an Upload Report. This functionality is available for all three types of user access levels.

1.1.4 Errors

Even if the user completed uploading the file, errors can occur during the process. In the **Form 50058 Report** details section of the page, the user can see the report details for a specific ticket number. The report page provides a list of all the errors that occur when files are uploaded (see Figure 4). The user can view these errors in any of the following seven different formats:

If the system generates Validity errors and/or warning messages for a Ticket Number, the user can access the Submission Error Report by selecting a Format link from the available list that best fits their need:

- HTML Error Report: Displays status of number of records submitted and it includes both Fatal Errors and Warning Messages.
- HTML – Warning: Displays status of number of records submitted and Warning Messages only.
- HTML – Fatal: Displays status of number of records submitted and Fatal Errors only.
- XML: Displays status of number of records submitted, includes both Fatal Errors and Warning Messages, and the report is in the XML format.
- CSV: Displays status of number of records submitted, includes both Fatal Errors and Warning Messages, and the report is an Excel spreadsheet file.
- TXT: Displays status of number of records submitted, includes both Fatal Errors and Warning Messages, and the report is a text file.
- Analysis: Displays each Fatal Error and/or Warning Message and notes the number of times each occurred in the report.

Figure 4: The Submission Error Report Format list.

If the file is not uploaded correctly, then the program will display the error in the Upload Report (see Figure 5).

Figure 5: The Upload Report with the error message.

Figure 6 is an example of the Submission Error Report in HTML format. It is important for the user to verify the Number of Form 50058 records submitted, accepted, and rejected. The user must review and correct, if appropriate, all Fatal Errors identified for a specific Form 50058 before re-submitting the record. The user should also review the Warning Messages and take appropriate action since some Warning issues could change to a Fatal Error in a future submission.

Multifamily Tenant Characteristics System			
FORM HUD-50058 ERROR ANALYSIS REPORT			
HA ID: MI010		**Return ID:**	VEND127
Transmission Date: 08-11-2010		**Vendor Data:**	12/15/2006
Ticket Number: 3750676		**Filename:**	MI01014.asc

Summary

Number of 50058 Submitted	101
Number of 50058 accepted (may contain warnings)	94
Number of 50058 rejected without any processing	0
Number of 50058 having fatal errors	7
Total number of fatal errors in transmission	10
Total number of warnings in transmission	3

Validations against the Technical Reference Guide have been performed.
Validations against the MTCS Database have been performed.

Form Number : 2

Last Name	Cooper	**First Name**	K
SSN	xxx-xx-2403	**Number of Errors**	3
Program Type	P	**Type of Action**	2
Effective Date	03-01-2010		
Development Number	MI010000005	**Building Number**	56
Building Number Entrance	1	**Unit Number**	846
PHA USE ONLY	15757		
	Dev #010		

Error Number: 1	**Field Number:** 3n
Error Message	FATAL: 4166 - SSN cannot equal 000000000, 111111111, 222222222, 333333333, 444444444, 555555555, 666666666, 777777777, 888888888, 999999999, 123456789, 987654321, 009009009, or 000009090

Rec Nbr in Error	**Section**	**Field in Error**	**Field Contents**
000019	T	Member SSN	999999999

Figure 6: The Submission Error Report in HTML format.

The Submission Error Report identifies the Form Number with errors or warning messages by the Head of Household (last name, first initial, and SSN), Type of Action, and Effective Date of Action. The Error Message includes the Field Number in error, a Fatal or Warning reference and message, Record Number in Error, Section in error, Field in Error, and Field Contents reported.

The Error Message will describe the reason why the record received a Fatal or Warning message. If needed, the user can use the Form HUD-50058 Family Report Technical Reference Guide to review the required data edits for the particular field in error.

Even if the system accepts a submitted file without any errors or warnings, the user should review the Form 50058 Report Details report to verify the Number of Records Accepted (Figure 7 and 8).

Upload	Report	
View Report		**Frequent Errors**
Hub:	**10HSEA Seattle Hub**	
Field Office:	**0APH SEATTLE HUB OFFICE**	
Housing Authority:	**WA014 Grant Co**	

Form 50058 Report Details

Submission Date: 10/13/2010   Submission Time: 14:04:22
Submission Filename: WA01414b.asc
Ticket Number: 3851832

No Errors were found in the HUD 50058 forms you submitted.
All the forms are **accepted** without any change requirement.

Submission Summary Report Format	
HTML	HTML representation of the Submission summary report
XML	XML representation of the Submission summary report
CSV	Comma Separated Values -- can be viewed in MS-Excel
TXT	Text representation of the Submission summary Report
ANALYSIS	Analysis Report on Error Messages Submission summary

Figure 7: Ticket Number status with No Errors or Warnings.

Figure 8: Submission Summary Report for a Ticket Number with No Errors or Warnings.

1.1.5 Frequent Errors Report

If certain errors occur frequently, the user can view those errors by running the Frequent Error Report for a particular PHA. This report also allows the user to track the kind of errors that occur frequently and the number of errors that occur over a period of time. The user can run this report using the controls on the **Frequent Errors** sub tab of the **Report** tab. (See Figure 9.)

The user can select the desired time frame for the report in the **Report Period** list. It provides the pre-defined set of options for the user to select from. The user cannot define custom dates. The user can run the Frequent Errors Report for a particular type of errors: **Fatal Errors**, or **Warnings**. The user can also limit the number of records that the user wants the report to display. The user can select the desired number of records for the program to display on the report using the **Display Records** list.

Figure 9: The Frequent Errors sub tab of the Report tab.

After the user runs the report, the user can see the number of errors that occurred throughout the period of time the user selected. If the number of errors is large or grows over time, the user must contact HUD and investigate the cause of errors to increase the processing success.

The user can view the instructions on how to repair the errors in the *Technical Reference Guide*. The user can find the TRG on the HUD web site. For further information, the user can also contact TAC (Technical Assistance Center). If even one aspect of the input is incorrect, the system searches for the input and generates error messages. To understand the most common types of errors, the user should be familiar

with the **Development s**ub module in PIC. It can help the user understand the origins of several common errors.

Frequent Errors Report is a management tool to review the frequency of Error Types (Fatal Errors or Warnings) received by their PHA. If the number of Fatal Errors is larger than expected or increasing, the user should identify the reason for the errors and take appropriate corrective action. The user should contact HUD for further assistance.

The Frequent Errors Report will initially display the most common 10 Fatal Records that occurred for the selected PHA during the last year (Figure 10)

Upload	Report

View Report		Frequent Errors

Select View: Field Office HA
Hub: 10HSEA Seattle Hub [Select]
Field Office: 0APH SEATTLE HUB OFFICE
Housing Authority: WA014 Grant Co

Report Filters:

Report Period: Last one year (10/16/2009 - 10/16/2010)   **Error Type:** Fatal Errors   **Display Records:** 10   [Refresh...]

Frequently occurring 50058 submission errors for WA014:

#	Error Code	Error Type	Error Description	Error Count	Error Perc (%)
1	4042	FATAL	For this action type, HOH or Former HOH SSN should be same as the one existing for this Building Number, Building Entrance Number & Unit Number	27	11.2%
2	4174	FATAL	This is a new tenant in IMS-PIC. No 50058 data for this Head of Household exists. At least one New Admission or Historical Adjustment record must be submitted first	23	9.54%
3	4044	FATAL	Unit must be vacant in case of New Admission, Historical Adjustment, or Other Change of Unit	21	8.71%
4	4080	FATAL	A record with a later Effective Date exists in the database. Either remove the later record or change this effective date to a later date	18	7.47%
5	4046	FATAL	The submitted combination of Building Number, Building Entrance Number & Unit Number does not exist for selected development number. Please ensure you are using the eleven character development number if this project was reformulated for asset management.	17	7.05%
6	4176	FATAL	A different unit is already occupied by this Head of Household. Use action 7 to change a unit	17	7.05%
7	4182	FATAL	This tenant already exists at this PHA in the IMS-PIC database. New admission cannot be accepted	16	6.64%
8	4173	FATAL	A record with a later Effective Date exists for this Head of Household for the same Program Type within the same PHA. Therefore, this EOP cannot be processed	14	5.81%
9	5331	FATAL	Last Name, First Name, Date of Birth or Sex for this AID was previously found not to match with the existing information in the AID table. Change submission to match table or correct the AID table entry in Tenant ID Management	13	5.39%
10	5332	FATAL	The SSN or AID in this household was previously found to appear in other households. Please refer to Chapter 5 of Technical Reference Guide (TRG) for instructions to submit Form 50058 for this SSN	12	4.98%

[Download in CSV format]

Figure 10: Frequent Errors Report