

Housing Quality Standard (HQS) Inspection Report Guide

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1. Summary

The *Housing Quality Standard (HQS) Inspection Report* provides the Report Item Number (a sequential listing of all records), Head of Household Name, Social Security Number (SSN), Date of Last HQS Inspection and the Number of Months Since the Last HQS Inspection for the Forms 50058s included in PIC.

The *Housing Quality Standard (HQS) Inspection Report* displays data for a selected PHA solely on its Moderate Rehabilitation programs, tenant-based Voucher program and the project-based Certificate program. Separate reports can be requested as follows: Voucher-Funded Assistance (includes all project-based Certificates and tenant-based Vouchers only), Moderate Rehabilitation (Mod Rehab excluding Single Room Occupancy), Mod Rehab Single Room Occupancy (SRO), and All Relevant Programs (a combination of all of the previous-listed programs).

This guide helps users to:

- Understand the *HQS Inspection Report* data fields
- Understand the source of the data
- Interpret and use the data contained in the report

2. Report Applications

There are a variety of different uses for Form HUD-50058 reports. This section highlights some of the important data fields in the *HQS Inspection Report* and describes the uses of Form HUD-50058 data contained in this report.

2.1. PHA Uses for the Report

- **Assess HQS Inspection Status for Each Family**

The PHA can use the report to compare the last HQS inspection date with its records to determine if an accurate date was reflected on the last Form HUD-50058 submission and if a new Form HUD-50058 should be submitted with the most recent HQS inspection.

- **Evaluate and Administer Programs**

The report can be used to identify late or missing HQS inspections. The PHA can then research the causes (either failure to inspect units or failure to submit the Form 50058 with the inspection date in a timely manner) and make the necessary changes to ensure timely completion and reporting of inspections in the future.

2.2. HUD Uses for the Report

- **Assess PHA Performance and Monitor Quality**

This report provides HUD useful input in reviewing and assessing a PHA's performance with respect to HQS inspections.

- **On-Site Reviews**

Prior to a site visit, HUD staff may want to print a copy of a PHA's HQS Inspection Report to examine PHA inspection statistics and verify the PHA reports information to PIC in a timely manner. While on-site, HUD staff can also use this report to examine a PHA's record-keeping system and inspection operations.

3. User Selection Criteria

The user must specify the Program Type and geographic subset. Only families within the user-selected criteria will be included in the report.

3.1. Program Type

Users can choose one or any combination of the following program types including All Programs.

- Voucher-Funded Assistance
 - Field 1c of the form HUD-50058 equals "VO" or "CE", but
 - Excludes Project-Based Vouchers (1c=VO and Section 11 is complete) and Homeownership units (1c="VO" and Section 15 is complete)
- Mod Rehab (excluding SRO)
 - Field 1c of the form HUD-50058 equals "MR", and
 - Field 13b and 13c=n
- Mod Rehab SRO
 - Field 1c of the form HUD-50058 equals "MR", and
 - Field 13b or 13c=y (specifies SRO)
- All Relevant Programs
 - Includes all programs noted above.

3.2. Geographic Subset (Level of Information)

Because this is a family-by-family report, users must limit the selection universe to the PHA. Only one

PHA can be specified in the report. Following is the geographic subset:

- Public Housing Agency
 - ◇ Within a State
 - ◇ Within a State and County
 - ◇ Within a Field Office

The subset is only used to determination the organization of the selection list. For example, if Within a State and County is selected, the user will only see a list of the PHAs within that state and county.

3.3. Time Span Subset

This report includes information from the most recent Forms HUD-50058 with Update Dates through the “As of” date.

4. Report Layout

The schema in subsection 4.1 shows the report title/headings, the column headings, and the general layout of the fields on the report.

Information for the specific PHA will be provided based on Program Type. For example, when Program Type “Voucher-Funded Assistance” is selected, information will be presented for tenant-based Vouchers and project-based Certificates.

The user can sort the report in either ascending or descending order by “Head of Household Name”, “Head of Household SSN”, “Last HQS Inspection Date” or “Number of Months Since Last HQS Inspection” by clicking on the appropriate arrow.

When the user selects “All Relevant Programs” as the Program Type, a column is added showing the Program Type. In addition to the above, the user can also sort the report in either ascending or descending order by Program Type.

4.1. Report Schema

HQS Inspection Report

As of: (Current Date – system generated – includes all applicable records with an update date up to and including the current date)

Program Type – (i.e., Voucher-Funded Assistance)

Level of Information – (i.e. HA within State XX)

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HA Code – XXXXX

HA Name – XXXXXXXXXXXXXXXXXXXX

Click on Δ for Ascending sort and on ∇ for Descending sort

Report Item No.	Head of Household Name Δ ∇	Head of Household SSN Δ ∇	Last HQS Inspection Date Δ ∇	Number of Months Since Last HQS Inspection Δ ∇
1	LN, FN, MI	XXX-XX-XXXX	MM/DD/YYYY	X
2	LN, FN, MI	XXX-XX-XXXX	MM/DD/YYYY	XX

HQS Inspection Report

As of: (Current Date – system generated – includes all applicable records with an update date up to and including the current date)

Program Type – All Relevant Programs

Level of Information – (i.e. HA within State XX)

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HA Code – XXXXX

HA Name – XXXXXXXXXXXXXXXXXXXX

Click on Δ for Ascending sort and on ∇ for Descending sort

Report Item No.	Program Type Δ ∇	Head of Household Name Δ ∇	Head of Household SSN Δ ∇	Last HQS Inspection Date Δ ∇	No. of Months Since Last HQS Inspection Δ ∇
1	XXXXXXXX	LN, FN, MI	XXX-XX-XXXX	MM/DD/YYYY	X
2	XXXXXXXX	LN, FN, MI	XXX-XX-XXXX	MM/DD/YYYY	XX

4.2. Levels of Information Displayed

Information is displayed at the PHA level.

4.3 Viewing/Printing Information

The *HQS Inspection Report* can be downloaded in Excel by left clicking the mouse over the “Download in Excel” display at the top of the page. It can be printed one page at a time by left clicking on the “Print Report” display at the top of the page.

It is viewed one page at a time unless the user left clicks on the “View Entire Report” display at the top of the page. While in the “View Entire Report” mode, the entire report can be printed by clicking on the “Print Report” display.

Reports print in “portrait” mode.

5. Data Field Definitions/Business Rules

These data field definitions and business rules provide technical definitions for the fields in the HQS Inspection Report. They reflect program rules and calculations performed for each field. Lettered notation (e.g. 2a) refers to the line number in the Form HUD-50058.

5.1. General Guidelines

UNLESS OTHERWISE SPECIFIED, INCLUDE ONLY:

1. Families within the user-selected criteria (program, geographic subset)
2. Families where the Type of action is:
 - New Admission (2a = 1)
 - Annual Reexamination (2a = 2)
 - Interim Reexamination (2a = 3)
 - Portability Move-in (2a = 4)
 - Other Change of Unit (2a = 7)
 - Annual HQS Inspection Only (2a = 13)
 - Historical Adjustment (2a=14)

EXCLUDE:

1. Exclude all families in the Homeownership program (section 15 of the Form HUD-50058 is complete).
2. Exclude all Voucher families receiving Project-Based Assistance (1c=VO and section 11 of the Form HUD-50058 is complete).

5.2. Data Fields/Business Rules

Data Field	Data Field Definition/Business Rule
HQS Inspection Report	(Heading)
Report Item No.	<p><u>COMPOSED OF:</u></p> <ul style="list-style-type: none"> • Sequential listing (numbering system) of all records included in the report. First record listed will always start with “1” each time report is sorted.
Head of Household Name	<p><u>COMPOSED OF:</u></p> <ul style="list-style-type: none"> • Last name (line 3b), and • First name (line 3c), and • Middle initial (line 3d) <p>WHEN</p> <ul style="list-style-type: none"> • Family member is the head of household (line 3h = H)
Head of Household SSN	<p><u>EQUALS:</u></p> <ul style="list-style-type: none"> • Social security number (line 3n) WHEN • Family member is the head of household (line 3h = H)
Date of Last HQS Inspection	<p><u>EQUALS:</u></p> <ul style="list-style-type: none"> • Date of last annual HQS inspection (line 5i)
Number of Months Since Last HQS Inspection	<p><u>EQUALS:</u></p> <ul style="list-style-type: none"> • “As of” date MINUS • Date of last annual HQS inspection (line 5i) <p>Result will only include whole months; partial months will be excluded. If result is less than 1 full month, result will be “0”.</p>

5.3. Sort Order

The default output of the report should be sorted on “Last HQS Inspection Date” in ascending order.