## Appendix B
Quick Reference Guide
For the Risk Assessment Submodule
(Field Office version)

1. Log on to PIC with your user ID and password.

2. Click Risk Assessment on the PIC main page.

3. Select the PHA from the assessment list.

4. View the Quantitative Factors through trending comparisons and source data.

5. Assign, update, and document Qualitative Factors.


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### Available Qualitative Factors

<table>
<thead>
<tr>
<th>Factor</th>
<th>Include</th>
</tr>
</thead>
<tbody>
<tr>
<td>OIG or IPA Audits</td>
<td></td>
</tr>
<tr>
<td>Board/Management</td>
<td></td>
</tr>
<tr>
<td>Local Crime Rate</td>
<td></td>
</tr>
</tbody>
</table>

### Office Strategy Type

- Routine Assistance
**Quick Reference Guide**

*For the Risk Assessment Submodule (HUD HQ version)*

1. Log on to PIC with your user ID and password.

2. Click Risk Assessment on the PIC main page.

3. Select the hub and field office to view.

4. Select the PHA from the assessment list.

5. View the Quantitative Factors through trending comparisons and source data.

6. Review and analyze Qualitative Factors.

7. Review and analyze office strategies.